

[Insert address]

[Insert date]

Chris Miller, Chief
Human Resources Department
131 W. Broad Street
Rochester, NY 14614

Dear Mr. Miller,

This serves as my letter of retirement from the City School District effective [insert date].

Please notify me of the amount and date when I will receive money from the Absentee Reduction Plan (Section 60). Also, forward to me any paperwork that I need to complete.

It was a pleasure to teach the children of the city.

Thank you for your attention to this matter.

Sincerely,

[My name]

Cc: [Principal's name]
M. Keating, RTA