December 20, 2013

Mark Alexander
Superintendent of Schools
Oakfield-Alabama Central School

7001 Lewiston Road

Oakfield, New York 14125

Dear Mr. Alexander:

Please accept this letter of retirement from teaching at the Oakfield-Alabama Central School District. June 30, 2014 will be my last day of employment with the district.

I have enjoyed working with and learning from my colleagues for the past 32 years, but I am ready to move on to the next phase in my life.

I am willing to help you in any way to make the transition as smooth as possible. This includes assisting in recruiting and training my replacement. Please let me know if there is anything specific that you would like me to do.

Again, it has been a pleasure working as a part of your school.

Best regards,

John Doe

December 20, 2013

Mark Alexander
Superintendent of Schools
Oakfield-Alabama Central School

7001 Lewiston Road

Oakfield, New York 14125

Dear Mr. Alexander:

This letter is to notify you that I am resigning from Oakfield-Alabama Central School as a teacher.  June 30, 2014 will be my last day of employment.

I have enjoyed working with and learning from my colleagues for the past 32 years, and I am ready to move on to the next phase in my life.

Please forward any information that I may need regarding my retirement and/or future health care in accordance with our contract Article XXI.

Please contact me if I can make the transition process proceed more smoothly.

Yours respectfully,

John Doe

December 20, 2013

Mark Alexander
Superintendent of Schools

Oakfield-Alabama Central School

7001 Lewiston Road

Oakfield, New York 14125

Dear Mr. Alexander:

Please accept this letter of retirement from the position of teacher effective June 30, 2014. I will not be returning to teach this fall.

I appreciate the professional development and growth from Oakfield-Alabama School, and in particular, from you. Your mentoring support has encouraged me, and I hope that we will continue our relationship as I move on to the next phase in my life.

I wish you, and Oakfield-Alabama School continued growth and success in the future.

Sincerely,

John Doe