

## Administrative Procedure 418 - Appendix

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### Appendix – RETIREMENT TRANSITION PROGRAM - TEACHERS

#### Background

Teachers applying to the Retirement Transition Program are to refer to the sample application letter below.

Teacher's Name

Mailing Address or School

Current Date

Associate Superintendent  
Human Resources & Administration  
Black Gold School Division  
3<sup>rd</sup> Floor, 1101-5<sup>th</sup> Street  
Nisku, Alberta  
T9E 7N3

Attention: Associate Superintendent, Human Resources & Administration

Re: Application for Retirement Transition Program (Teachers)

I am writing to apply to participate in the Retirement Transition Program. As per the conditions of the Program, I am retiring from my Continuous Teaching Contract with the Black Gold School Division. My last day under Continuous Teaching Contract will be (last day of month – Eg: December 31, 20XX.)

I have read and understand the requirements of the Program and my responsibilities regarding my own pension plan. I also understand that this Program is designed to assist me with my transition to retirement and that neither the Division nor I am making any commitments at this time to a further employment relationship after the completion of the temporary contract.

My retirement is contingent upon receiving a Temporary Teaching Contract from (date – i.e. first day of month following resignation) to (date – last scheduled teacher work day), 20XX.

I look forward to receiving a Temporary Teaching Contract with the Division as soon as this can be arranged. Please contact me to discuss this request (provide contact information)

Yours truly,

(Teacher's Signature)

(Print your name)

Copy: (insert Principal's name)