

City, Month day, 20xx

Mr./Mrs. First name Last name

Human Resources Department

Champlain College Lennoxville

2580 College Street

Sherbrooke, Quebec J1M 2K3

Dear Mr./Mrs. Last name:

**Subject: Gradual Retirement Program Request — Article 5-20.00**

I heraby wish to take advantage of the Gradual Retirement Program, in compliance with Article 5-20.00 of the teachers’ collective agreement. I plan to start the Gradual Retirement Program during the fall/winter 20XX semester, by reducing my availability by \_\_\_%.

The percentage of salary applied shall be \_\_\_\_% beginning in the fall/winter 20XX semester.

Sincerely,

First name Last name

Title

Department

Carbon copy: SECCL Union