

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: Intention to retire**

I hereby wish to inform you of my intention to resign from my teaching position in the XXX department in order to retire on Month day, 20xx.

Of course, such resignation shall be conditional to the acceptance of my retirement pension application by Retraite Québec.

Sincerely,

First name Last name

Title

Department

Carbon copy: SECCL Union