**A SAMPLE RETIREMENT LETTER**

<Date> (The date must be by October 1st or November 1st respectively to qualify for the tiered incentive amounts)

Assistant Superintendent Shawn Clark  
Pittsford Central School District  
75 Barker Road - East Offices  
Pittsford, NY 14534

Dear Mr. Clark,

In accordance with the current negotiated Agreement between the Pittsford Central School District and the Pittsford District Teachers Association, I will retire from my position as <Insert job title> for the Pittsford Central School District as of <Insert date – typically June 30, 2025>.

This notice is provided at this time so that I may qualify for the retirement incentive Career Award offered in the Agreement <Enter the section that applies: Certificated Staff Section 1-7, Para/Nurse/Tutor Section 27-1, or Auxiliary Section 58-1> as well as the additional Retirement Submission Date Incentive negotiated through a Memorandum of Agreement between the District and the Association dated August 13, 2024. Additionally, I wish to be considered for a New York State retirement incentive should one be enacted and offered by the District prior to my actual date of retirement.

**If Health Insurance Coverage is Eligible/Desired**  
I further request continuation of District Health Insurance as provided by the Agreement <Enter the section that applies: Certificated Staff Section 4, Para/Nurse/Tutor Section 30, or Auxiliary Section 50>

**Optional***<The BOE and Central Office team do enjoy reading these letters.  Feel free to add details on your personal experience and employment in the PCSD.>*

Please send acknowledgement of the disposition of this retirement notice.

Sincerely,

(Signature - required)

<Insert Full Legal Name>

c: Mike Pero; Pittsford Central School District Superintendent

* + 1. <Insert Principal’s Name>

1. Dwayne Cerbone; Pittsford District Teachers Association President