(Date)

Oneida City School District

565 Sayles Street

Oneida, NY 13421

(Greeting),

Please accept this letter as notice of my retirement at the conclusion of the (2022-2023) school year contingent upon being deemed eligible for the retirement incentive as stated in the current OTA contract including the bonus of $28,000 and $55 for each day of accumulated sick leave. My retirement will be effective on (June 24, 2023).

A brief thank you and personal reflection if desired.

(Closing),

(Print Name)

(Sign Name)