

# Retirement Form Letter (VCTA-Teachers' Unit)

**You must complete a separate application to the Retirement System to activate your pension.**

- Be sure to consult the Retirement System before submitting this resignation to the District.
- This letter ***ONLY*** informs the District that you are resigning for the purpose of retiring. You must complete a separate application to the Retirement System to activate your pension.
- **Directions are bold and should not be included in your letter.**
- *Italicized and underlined* sections must be replaced with the appropriate information or deleted if not applicable.
- **COPY AND PASTE APPLICABLE PARAGRAPHS into your own document**

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Name

Home Address

City, State Zip Code

December 31, 20?

Ms. Evette Avila- Superintendent

Valley Central School District

944 State Route 17K

Montgomery, NY 12549

Dear Ms. Avila:

I am writing to formally submit my resignation from my position as (job title), effective (Date, usually June 30, 20xx) for the purpose of retiring. After careful consideration, I have decided to retire and move on to the next chapter of my life. I am deeply grateful for the opportunities and experiences I have had during my time at Valley Central.

Please see the attachment for details regarding the additional increment, retirement incentive, and unused sick leave compensation as specified in the Collective Bargaining Agreement.

***For Health Care- Include the following as your next paragraph as it applies to you:***

***Everyone should add the next line. If you have been already receiving Health Care, if you would like to switch you can at this time.***

In retirement, I would like my health care to be provided by OUSDHP or NYSHIP or MVP.

**If you need family coverage add the next line.**

Also, on my effective retirement date, please note that I am choosing to continue my family health coverage. Please inform me of the cost of any additional premiums and the required payment dates and method of payment.

**If you have been taking the buyout, add the next line**

I also ask that the District institute my health coverage 30 days prior to my effective resignation date as provided in Article XXV paragraph D.1

**If you are retiring before age 55 or eligibility to collect pension be sure you have talked to the union leadership, so that there is an agreement to continue the health care.**

This resignation is contingent upon there being no lapse in my District-sponsored health insurance coverage.

I would further reserve the right to select a retirement incentive offered through the New York State Teachers' Retirement System, should such an incentive become available.

I have enjoyed my employment with the Valley Central School District over the last ## years. I am confident that the faculty, staff and administration will continue to serve the educational needs of the community with the same dedication in the future.

Sincerely,

Your Name

CC: Building Principal  
Department Chair *(if applicable)*  
VCTA Treasurer

Attachment (1)

Attachment (1)

Your Name (initial next to your name)  
Retirement Details

**If retiring on June 30th and eligible for \$175/day:**

Please divide the additional increment due to me by Article XXV equally between my remaining paychecks between January 1 and June 30. According to Article XXII B, I am eligible for the retirement incentive of \$175/ unused sick day. Please deposit this compensation in accordance with Article VII F in the my 403B account.

**If retiring on June 30th and not eligible for \$175/day but eligible for sick day compensation:**

Please divide the additional increment due to me by Article XXV equally between my remaining paychecks between January 1 and June 30. According to Article XXII B, I am eligible for payment for unused sick days. Please deposit this compensation in accordance with Article VII F into my 403b account.

**If retiring before June 30th: (for example, January 30th):**

Please inform me as to how my additional increment due to me by Article XXV will be divided between my remaining paychecks before January 30th. (If you are eligible for \$175/day) : According to Article XXII B, I am eligible for the retirement incentive of \$175/ unused sick day. Please deposit this compensation in accordance with Article VII F into my 403b account.

**(If you are not eligible for \$175/day but eligible for sick day compensation)**

Please deposit the unused sick leave compensation in accordance with Article VII F into my 403b account in the month of January.