(Date)

(Name of Superintendent here)

1 Mustang Drive

Medina, NY 14103

Dear Superintendent (Name):

I would like to notify you and the Medina Board of Education of my intention to retire from my teaching position in the Medina Central School District, effective (Date).

I will be eligible to receive the contractual early retirement incentive (as detailed in Article XVII Part A, Section E. 1. of the Agreement between the Medina Central School District and Medina Teachers’ Association, dated July 1, 2019 – June 30, 2024) of 55% of Step 1 under Teacher Salaries of Article XVII, Part A. Under Article X, Part A, Option B, I will be eligible to convert my sick days, with the district paying $700 for each accumulated sick day, as my accumulated sick days permit, again as part of the aforementioned contractual early retirement incentive.  I would like to name \_\_\_\_\_\_\_\_, as my primary beneficiary. However, should the state offer a retirement incentive, and Medina elects to participate, I would like the option to select whichever incentive I feel is most beneficial to me.

(This paragraph feel free to add a personal note of thank you, your experience over the years, etc.)

Sincerely,

(Name)