

**USE THIS FORMAT WHEN DECISION IS DEFINITE AND YOU WISH TO APPLY
FOR THE EARLY RETIREMENT INCENTIVE AND/OR TERMINATION
COMPENSATION**

**If you are claiming the Early Retirement Incentive, this letter "must" be mailed on or after
January 1st of the calendar year in which you plan to retire.**

SAMPLE LETTER

Street Address
City, State Zip Code

Date

Dr. Kriner Cash
Superintendent of Schools
Buffalo Board of Education
65 Niagara Square - 712 City Hall
Buffalo, New York 14202

Dear Dr. Cash:

Please be advised that effective with the close of school on (**Retirement Date**), I will retire from the Buffalo Board of Education.

I want to continue my medical coverage and have it paid for by the District as per the BTF Master Contract, Article XXVI (2) A. (10). Please notify the Benefits Office to forward all necessary information/application forms concerning this as soon as possible.

I also wish to apply for the Early Retirement Incentive and/or Termination Compensation for which I am eligible. Please advise me of all the procedures I need to follow in order to have (some or all of) these monies placed into a Tax Sheltered Annuity account (or similar retirement account) should I elect to do same. Please notify the Benefits Office, Room 812 City Hall, to forward all necessary information regarding this to me as soon as possible.

If you require any further information regarding any/all of the above, please contact me immediately.

Sincerely,

Name