

**USE THIS FORMAT IF YOU HAVE NOT MADE A FINAL DECISION AND YOUR  
58TH BIRTHDAY IS APPROACHING**

**This letter must be mailed on or after January 1st of the calendar year in which you are considering retirement and before your 58th birthday to secure eligibility for the Early Retirement Incentive.**

**SAMPLE LETTER**

Street Address  
City, State, Zip

Date

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

Dear Dr. Cash:

Please consider this letter notice that, it is my intention to retire prior to September 1, (**year**). I am submitting this letter in order to meet the eligibility requirements for the Early Retirement Incentive provided in Article XXVI (2) I, p. 75-76 of the BTF Contract.

I will provide an official written resignation when my plans are finalized. Please do not submit any items for Board of Education action at this time.

If additional information is needed, please contact me.

Sincerely,

Name