Address

City

State

Date

Geoffrey Morton

Director of People Operations

Rome City School District

409 Bell Road

Rome, N.Y. 13440

Mr. Morton,

Please accept this letter as my resignation for the purpose of retirement effective insert date . I understand that this decision is irrevocable.

I further understand that with my resignation I am entitled to all benefits as outlined by the current District/RTA agreement.

Should a New York State Retirement Incentive or Tier enhancement legislation providing additional benefits be available after the date of submission of this letter but prior to my date of retirement, this letter will serve as notice that I expect to take advantage of said incentive or enhancement, in addition to any other benefits for which I am eligible

Sincerely,

**Please note, review contract language Article 34H, page 44 prior to submitting letter.**