

*Your home address  
City, New York Zip  
Date*

Mr. Robert Zordan, Director of Human Resources  
Capital Region BOCES  
900 Watervliet-Shaker Road  
Albany, New York 12205

Dear Mr. Zordan:

Please accept this letter as written notice, as required, of my potential decision to retire from my position during the 2016-17 school year in order to receive compensation for unused sick leave.

Should I decide to retire during this time period I will notify *(name of appropriate Division Director)*, Director of the (?) Division.

Please feel free to contact me if any additional information is needed.

Very truly yours,

*(Original signature)*

*Your name*

*Title - Division*