

**RETIREMENT INCENTIVE
RESIGNATION LETTER**

Date: _____

To: Human Resources Director
Decatur Public School District 61

I am submitting my irrevocable letter of resignation effective at the conclusion of the _____ school year under the Retirement Incentive provisions of the negotiated agreement between the DEA and the Board of Education.

This effective date means that I will be under the:

_____	One year Plan
_____	Two Year Plan
_____	Three Year Plan
_____	Four Year Plan

Print Name: _____

Signature: _____

Date: _____

All letters are due by May 1st. If a letter is submitted by May 1 and the employee will retire after working four (4) additional years, his/her accumulated sick leave will immediately be increased to a total of 360 days of accumulated sick leave.

Please submit this letter to Human Resources at the Keil building. Keep a copy for your records.