

Mr. Thomas Giard III
Personnel Director
22 Liberty Street
Meriden, CT 06450

Dear Mr. Giard:

Please accept this letter as my intention to retire effective June 30, _____.

Sincerely,

Signature: _____

Print Name: _____

Print Address: _____, City: _____

State: _____ Zip: _____

Home Telephone Number: _____

Home Based School: _____

Subject Area(s): _____, or Grade Level(s): _____

Date: _____