

(Sample letter)

Jane Teacher  
5 Teller Street  
Bay Shore, New York 11706

Dr. Paul Romanelli  
Superintendent of Schools  
West Islip School District  
West Islip, New York 11795

February 15, 2023

Dear Dr. Romanelli,

This letter is to inform the District of my intention to retire effective July 1, 2023. I request to receive convertibility of my unused sick days, as per Article XIV paragraph A of the West Islip Teachers' Association contract. Thank you.

Sincerely,

Jane Teacher