**Full Name**

**Address**

**City, State Zip**

**Phone Number**

Today's Date

Ms. Carisa Manza

Superintendent of Schools

Babylon Union Free School District

50 Railroad Ave

Babylon, NY 11702

Dear Ms. Carisa Manza,

Please accept this letter as a formal notification that I will be resigning for the purpose of retirement from my position of POSITION at the Babylon Union Free School District effective June 30th YEAR.

In accordance with the current contract with the Babylon Teachers' Association, I will be exercising my option to participate in the Plan A or B? Separation Incentive.

Thank you for your time and consideration regarding this matter.

Respectfully Submitted,

Full Name

**cc:** R. Richardelli, BTA President