

[Replace this text with today's date]

Dear Superintendent,

I am retiring from my position as [Replace this text with your position title] at [Replace this text with your school or work location].

The effective date of my retirement is [Replace this text with your resignation month, date, and year].

I affirm that I have already completed the necessary steps to retirement through the Teacher's Retirement System of Alabama (RSA).

Sincerely,

[Original Signature required]  
[Print or type your name here]