



Date: _____, 20__

The Permanent Secretary
Ministry of Education
Education Towers
Tower A
No. 5 St. Vincent Street
Port of Spain

u.f.s. The Principal/School Supervisor
School/District: _____

Dear Sir/Madam

I hereby notify you of my retirement from the Teaching Service in accordance with Section 7 of the Teachers’ Pension Act, 39:02.

I list hereunder the following relevant information for your attention:

- 1. NAME: Mr./Mrs./Ms.
- 2. DATE OF BIRTH:
- 3. HOME ADDRESS:
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- 4. TELEPHONE CONTACT:
- 5. DATE OF ENTRY INTO SERVICE:
- 6. PRESENT POSITION:
- 7. SUBJECT AREA:
- 8. DATE OF APPOINTMENT TO PRESENT POSITION:
- 9. DATE OF MARRIAGE (FEMALES ONLY):
- 10. MAIDEN NAME (FEMALES ONLY):
- 11. DATE OF INTENDED RETIREMENT:
- 12. N.I.S. NUMBER:
- 13. B.I.R. NUMBER:
- 14. TEACHER’S NUMBER:

I have attached all relevant documents, originals and copies in triplicate, as specified on the checklist.

I wish to extend my appreciation to your Ministry, for allowing me the opportunity to serve in Education and I look forward to the early payment of my retirement benefits.

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PRINCIPAL’S SIGNATURE & SCHOOL STAMP OR SCHOOL SUPERVISOR III (IN CASES OF PRINCIPALS ONLY)

Yours respectfully

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SIGNATURE