

Longevity Buyout Sample Letter (NOT AN INTENT TO RETIRE)

Dear Dr. Czajkowski:

Please accept this letter as my formal request for longevity buyout payments in accordance with Article 33, Section B of the collective bargaining agreement between the Town of Barnstable School Committee and the Barnstable Teachers Association. I request my payments to begin in June of the 2014-2015 school year and for the subsequent two years thereafter through to the 2016-2017 school year. Thank you in advance for processing my request in a timely manner. I look forward to your letter of acknowledgement of my request.

*Sincerely,
Your Name*

Make sure you meet the November 1, 2013 deadline for this request for the NEXT school year (2014-2015).