

## Longevity Buyout Sample Letter

Dear Superintendent Ahern:

Please accept this letter as my formal request for longevity buyout payments in accordance with the Licensed Employee collective bargaining agreement between the Town of Barnstable School Committee and the Barnstable Teachers Association. I understand my payments will begin in June of the \_\_\_\_\_ school year (*THIS MUST BE THE YEAR AFTER THE CURRENT SCHOOL YEAR. For example: if you are writing this in the 22-23 school year, payment #1 is not until June 2024*) and for the subsequent two years thereafter. 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 deadline** for this request for the **NEXT** school year. Longevity Buyout is **NOT** an intent to retire.*