

(date)

Surrey School District, #36
14033 92nd Ave,
Surrey, BC V3V 0B7

Dear (name)

Re: Notice of Continuation of Employment Past Age 65

Please be advised that it is my intention to continue to work until the age of *(insert age)* in the job/occupation of *(job title)* or any other similar job/occupation as may be adjusted and otherwise modified (as required) through Classification and Job Evaluation processes, accommodation, training, promotion, transfer within the Surrey School District or provisions of the Collective Agreement, etc. This is anticipated to be in the *(full-time or part-time)* capacity.

Here is my current job title and description of job duties, as per the attached Job Description/Classification Specification:

(insert here)

As you are aware, currently in the province of British Columbia there is no standard age of retirement for persons within *(job/occupation)*. If you have contrary information, please advise me and my Union immediately. Please confirm if employment in my job/occupation is anticipated to be available. If not, please indicate why and what other employment will be available.

Please advise me what provisions of the Collective Agreement, pension plan/RRSP, Extended Benefits/EHB Plan (Plan Document, Plan Brochure, etc.), Employment Insurance and Canada Pension plan may be affected and in what way. May I please have this in writing and copied to my Union?

Should you have any questions, please do not hesitate to contact me at *(insert address and phone number)*.

Yours Truly,

Name

Cc: *(Insert CUPE 728 Union President)*