

SAMPLE LETTER

(Date)

(Insert Employer's Address)

"Dear (Insert Employer 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 (Insert 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, or provisions of the Collective Agreement, etc. This is anticipated to be in a (State if it will be 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 title and job duties here, along with a copy of the Job Description / Classification Specification.)

I understand that there is no "standard" age of retirement for persons within my job / occupation. If you have contrary information, please advise me 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 telephone number).

Yours truly,

(Insert Name)

c: (Insert Local Union President)"