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XXX, 2024

XXX  
XXX

Dear XX,

Congratulations on your retirement!

We will be hosting a Long Service and Retirement Celebration on June 11, 2024, at which time awards will be presented to all honorees. This celebration will be recorded and made accessible to you, as well as the public after the conclusion of the event. In this way your accomplishments can be shared with your family and friends.

You have a choice of receiving one of the following gifts: an engraved mantle clock, an engraved hand-bell, an engraved Optic Crystal book, or an engraved vase. In lieu of a gift, honorees may ask that an amount equivalent to the cost of the gift be donated in your honour to one of our school's Student Bursaries or Scholarships, or to a school fund.

To honor all employees equitably the format of the evening has been changed from previous years. Your administrator, with the help of fellow staff members, will be asked to share details of your time with Sunrise School Division, which will be shared by our Master of Ceremonies. You will also have the opportunity for a photograph that will be shared with you electronically after the event. Also, to help the evening flow smoothly honorees will not be expected or provided the opportunity to say a few words of thanks.

Please provide your gift selection and email address, for the photographs, as soon as you are able.

On behalf of the Board, I would like to thank you for your commitment and many years of dedicated service to the students of Sunrise School Division. I wish you the very best in all your future endeavors.

Sincerely,

Trevor Reid  
Superintendent/CEO

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