MM/DD/YYYY Employee Number: xxxxxxxx

Deputy Chief Name

Ottawa Fire Services

1445 Carling Avenue

Ottawa, Ontario

K1Z 7L9

Dear Deputy Chief Name

This letter is to inform the Ottawa Fire Service that I am requesting to be placed on retirement

effective after duty on mm/dd/yyyy.

Please make the necessary arrangements, including all outstanding credits to be paid to me.

Thank you.

Yours truly,

Name

Street

City/Prov/postal Code

Cc: Theresa Martin, Pension and Benefits, City of Ottawa