

(Sample Letter for Resignation/Retirement of Teachers)

Date

Dear Mr/Mrs/Miss/Ms _____ (name) _____

Thank you for your letter of _____ (date) _____ informing us of your *resignation/retirement. On behalf of the School Management Committee / Incorporated Management Committee, I wish to inform you that the termination of your service from a _____ (post) _____ in our school has been accepted as follows:

- (a) Last date of employment: _____
- #(b) Forfeiture of salary in lieu of sufficient notice: _____ *Yes/No _____

*2. Please note the relevant stipulations as stated in Grant/Subsidized Schools Provident Fund Rules that whenever a Grant/Subsidized School Provident Fund contributor ceases to be employed as a regular teacher in a grant/subsidized school, his/her account shall be closed. Therefore:

- (a) Any teacher who is a contributor and is not seeking appointment in a grant/subsidized school is required to apply for withdrawal of his Provident Fund.
- (b) If the contributor changes employment to a school under a different Provident Fund, i.e. if he/she transfers from a grant school to a subsidized school, or vice versa, without a break of service, he/she shall have the option, on application to the Board of Control of the respective Fund, of having his account closed, kept open or transferred. However, if the contributor is appointed to a school under the same Provident Fund (i.e. Grant or Subsidized), without a break of service, he/she is not required to apply for a transfer of his account.
- (c) In case a contributor's provident fund account has been closed in accordance with the Grant/Subsidized Schools Provident Fund Rules, he/she will only be treated as a new contributor and his/her previous continuous contributory service will not be counted even if he/she is subsequently re-employed as a regular teacher in a Grant/Subsidized school. If the contributor envisages a break of his/her contribution to the Provident Fund before he/she obtains an appointment as a regular teacher in another grant/subsidized school, he/she is required to apply with sufficient and good reasons to the respective District School Development Section of the Education Bureau (EDB) for permission to keep his/her account open for the period of the break of his/her contribution to the Provident Fund as soon as possible (even if the contribution is suspended for a short period). The application procedures and relevant details, including the deadline for application, are on the EDB homepage (<http://www.edb.gov.hk> > School Administration and Management > Administration > About School Staff > Provident Fund > Related Information → Points to Note When a Contributor Ceases to Contribute to Provident Fund). For the first application, in any circumstances, the contributor should submit the application not later than one month from the date of the first notification letter issued by the Funds Section of the EDB. For applications by mail, the date on the postal chop will be taken as the date of application. Late applications will normally not be considered.

*3. In view of paragraph 2 above, you are advised to take appropriate action regarding your account with the Provident Fund. Application forms, viz., Form EDB 12 for Grant Schools Provident Fund Withdrawal Application, Form EDB 13 for Subsidized Schools Provident Fund Withdrawal Application, Form EDB 71 for the transfer of Provident Fund Account and Form EDB 72 for keeping open of Provident Fund Account are available for download under "Public Forms" of the EDB webpage. Please also note that the release of the Government's donations shall be subject to the relevant provisions of the Grant/Subsidized Schools Provident Fund Rules.

4. A Certificate of Service is attached for your retention.

Yours sincerely,

(Name)
Supervisor

c.c. EDB -- _____ District School Development Section
-- Funds Section

* Please delete as appropriate

Please delete if the staff member has given sufficient notice of resignation.