

Date

**Attn: Faculty Association/Human Resources
Department/Union Presidents
[insert name of College/university]**



À votre service...pour le soin de votre avenir.

THE RETIRED TEACHERS OF ONTARIO
LES ENSEIGNANTES ET ENSEIGNANTS
RETRAITÉS DE L'ONTARIO

Here for you now ... Here for your future.

To whom it may concern,

This package of Retired Teachers of Ontario (RTO/ERO) material is sent along to you to update your file and for posting on your bulletin boards in a location that all staff may access.

Membership in RTO/ERO is now available to all teachers/instructors at colleges, universities and private schools. Educational support staff is also able to join.

Included in the package are the following:

- the latest Information Kit with enrolment forms for membership and for our excellent Health Plan (2)
- the District [insert District name] Program and Directory (3)
- copies of both the District [insert District name] newsletter [indicate publication date]
- the latest District [insert District name] Tours Brochure
- copy of the Retirement Reception invitation flyer [date] for posting
- invitation to the Retirement Reception to give out to retiring staff members (3)
- copy of the Membership flyer for posting with particular notice to Associate membership (2)
- our new RTO/ERO Provincial poster (one large, one small)
- the RTO/ERO laminated banner to place over the postings

We will also be having a Retirement Planning Workshop on [insert date] at the [insert location]. I will send along information closer to that date.

You may also gather further information at the Provincial website at www.rto-ero.org or at our District website at [insert District website]. If you have questions please do not hesitate to be in touch: [insert name] at [insert phone number] or [insert email].

Thank you for sharing this information.

Yours truly,

[name]
Membership Chair
RTO/ERO, District [name]