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July 2, 2010

Dear District Employees:

At its July 6, 2010, meeting, the Board of Education adopted a resolution to offer the NYS retirement incentive to its employees. The final determination as to which job titles and the number of employees in each title that will actually receive the incentive will be determined based on the cost to the District.

To this end, attached is a template for conditional letter of retirement. If you intend to accept the incentive and retire, please send your signed conditional letter of retirement using the attached form letter. Be sure to include in your letter all the pertinent information. Your conditional letter of retirement must be postmarked or received in the Personnel Office on or before August 7, 2010. Letters received after this date may not be considered.

Please note that if the District meets the conditions set forth in your letter and you do not rescind your letter of retirement in writing before August 7, 2010, this letter becomes your official letter of retirement. Additionally, for your convenience and use, the attached retirement letter template is available on the District's website ([www.hempsteadschools.org](http://www.hempsteadschools.org): Go to Administration then click on Personnel then Retirement Form Letter). You may download the template and insert the required information.

If you have any questions regarding this matter, you may contact Personnel.

We wish you much luck in this important decision and we thank you in advance for your years of service to the District and to our children.

Sincerely,

Julius Brown.

c: Board of Education  
Patricia Watkins-Garcia, Ph.D.