

# Exceptional thank you letter nomination

## Section 1: Details of teacher being nominated

|  |  |
| --- | --- |
| Title |  |
| Full name |  |
| RP number (if known) |  |
| Date of birth (DD/MM/YYYY) |  |

## Section 2: Details of school

|  |  |
| --- | --- |
| School name |  |
| LA & School number |  |
| Position at school |  |
| Years service at school |  |

## Section 3: Retirement / presentation details

|  |  |
| --- | --- |
| Date of retirement |  |
| Last day of service |  |
| Letter to be given at presentation? |  |
| If yes, date of presentation |  |
| To whom should the letter be addressed care of |  |
| Address details if different to school |  |

## Section 4: Reason for nomination

The reason for nomination should include specific examples why the teacher should receive an exceptional thank you letter. Examples will need to demonstrate how the teacher has performed (or demonstrate what the teacher has achieved) beyond their usual role. Please continue on a separate sheet if necessary.

|  |
| --- |
|  |

## Section 5: Details of nominator

|  |  |
| --- | --- |
| Title |  |
| Full name |  |
| Status / position at school |  |
| Date  |  |
| Signature |  |

## Please return to:

Teachers’ Pensions Policy Team

Department for Education

Bishopsgate House

Feethams

Darlington

DL1 5QE

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