

10/25/2022

Tonya,

Please accept this email as notice of my resignation from my position as Typist 1 - Attendance Secretary. My last day of employment will be November 4th.

It has been a pleasure working with you and the staff of Sacandaga over the past couple of years. I sincerely will miss the friendly environment here as well as the unpredictable moments the students provide each day.

I would like to help with the transition of my duties so that systems continue to function smoothly after my departure. Please let me know the best way to accomplish this. Thank you again for the opportunity to work for Sacandaga Elementary. I wish you and the staff all the best.

Brian Moak
Main Office Attendance
Sacandaga Elementary School
518-347-3600 x 41000
bmoak@sgcsd.net