

Susan Vachris
11 Taylor Lane
Troy, NY 12180
susan.vachris@gmail.com

November 16, 2022

Susan Swartz
Superintendent of Schools
Scotia Glenville Central School District
900 Preddice Parkway
Scotia, NY 12302

Dear Susan,

Please let this letter serve as notice of my retirement from the Scotia Glenville Central School District effective January 9, 2023.

I would like to continue with my family health insurance plan in retirement.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Sue Vachris', written in black ink.

Sue Vachris
Academic Head of English & Social Studies
Scotia Glenville High School
1 Tartan Way
Scotia, NY 12302
svachris@sgcsd.net