

January 4, 2023

To whom it may Concern:

Please accept my letter of resignation from my position as Account/Clerk Typist in the High School Guidance office effective 01/16/2023 to accept my new position as Executive Secretary I, in the Pupil Personnel Services department effective 01/17/2023.

Sincerely,

A handwritten signature in cursive script that reads "Lynn A. Casey". The signature is written in black ink and is positioned above the typed name.

Lynn A. Casey

High School Guidance office

Account Clerk Typist.