

Kimberly Proulx
2792 Ridge Rd
Glenville, NY 12302
518-857-8772

Dear Mr. Eagan,

I am writing to inform you of my resignation from the lunch and recess monitor position at Glendaal Elementary. My final day of employment will be February 3, 2023.

I would like to thank you for the opportunity of working at Glendaal. If I can be of any assistance during the transition of leaving my position, please feel free to let me know.

Sincerely,

Kimberly Proulx