

Janet M. Duane  
2294 West Glenville Road  
Amsterdam, New York 12010  
February 11, 2023

Susan M. Swartz  
Superintendent of Schools  
Scotia-Glenville Central School District  
900 Preddice Parkway  
Scotia, New York 12302

Dear Mrs. Swartz:

I am notifying you of my plan to retire at the end of our present school year on June 30, 2023. It has been a pleasure to work with all the staff and students I have met over the years, especially in my hometown district.

I will be continuing my health and dental insurance with the district upon retirement.

Sincerely,

Janet M. Duane  
Teaching Assistant