

July 3, 2023

To Whom It May Concern:

Please accept this letter as formal notification that I am resigning from my position as Transportation Assistant at Scotia-Glenville CSD. My last day will be August 31, 2023.

Thank you so much for the opportunity to work in this position for the past two school years. I have greatly enjoyed working with Clara, Tanya, Hank, and the bus drivers and aides. I have grown and learned so much and will take that knowledge with me in the future.

Please let me know if there is anything I can do to help during the transition.

Sincerely,



Michelle Poe