

Martha M. Moran
2342 Knollsvie Dr.
Niskayuna, NY 12309

September 5, 2023

Superintendent Swartz
900 Preddice Parkway
Scotia, NY 12302

Dear Susan,

This letter is to formally notify you of my intent to resign for retirement purposes from the position of Human Resources Specialist effective c.o.b. October 13, 2023.

Thank you for the opportunity to work at Scotia-Glenville Central School District. I am very grateful for the experience I have gained.

Sincerely,



Martha M. Moran

c: Andrew Giaquinto