

Barbara Riggi
Resource Aide
Scotia-Glenville High School
January 5, 2024

Susan Swartz
Superintendent

Dear Mrs. Swartz,

I am writing this letter to formally announce my retirement as the Resource Aide at the Scotia-Glenville High School, effective March 29, 2024. I want to thank the administrative team and staff for the opportunity and support I have received during my time at Scotia-Glenville H.S.

Due to the fact that I am covered under my husband's family insurance plan, I have opted out of the insurance plan through the school.

Hopefully by giving plenty of time before my retirement day, you will have enough time to find a replacement and will aid in a smooth transition where I can assist in any way possible.

Thank you,
Barbara Riggi