

6/16/2025

Susan Swartz
900 Preddice Pkwy
Schenectady, NY 12302
sswartz@sgcsd.net

Dear Superintendent Swartz:

I am writing to formally resign as a Reading Teacher at Lincoln Elementary School effective August 31st, 2025. It has been a privilege to be a part of this school district and contribute to the growth and achievement of the students.

I am grateful for the opportunities and experiences I have had here, but after careful consideration and a difficult decision, I am submitting my letter of resignation.

Thank you again for this opportunity. I have grown personally and professionally being at Scotia-Glenville and have made new friendships that I will continue to lean on throughout my transition. I am confident that although I am leaving, the reading department I leave behind will uphold the success of future students.

Sincerely,

Jennifer L. Perretta