

Robin Lafleur

From: Helen Phoenix
Sent: Monday, December 12, 2016 8:48 AM
To: Beth Dunton
Cc: Christine Boston; Elaine Arbour
Subject: resignation notice

Dear Beth,

Please accept this letter as my formal resignation with Garrison Elementary School.

While my contract requires me to work until the close of the school year, I would be obliged if my resignation could be effective as of December 31st.

I assume this is satisfactory unless otherwise noted.

Please let me know if I can be of assistance in the transition.

Respectfully yours,

Helen Phoenix