Monet S. Wilson 403 Hoxie Ave Calumet City, IL 60409 (773) 865-5776 monetswilson@yahoo.com

November 15, 2015

Mr. Michael Allen Principal Brooks Middle School 14741 S. Wallace Harvey, IL 60426

Dear Mr. Allen:

I am writing this letter, with great hesitation and sincere sadness, to regretfully inform you of my impending resignation from my position as Parent Coordinator at Brooks Middle School. My last day will be November 27, 2015.

I would be more than willing to do all in my power to help make this as smooth a transition as possible, including transferring responsibilities to the appropriate members, or preparing an interim replacement to take over for me.

I have truly appreciated all of the opportunities and experiences gained here at Brooks. The staff is top notch and an asset to the community we are called to serve. The environment has been great and I will miss being a part of the team. I look forward to what the future holds for me. I thank you for your understanding.

Sincerely,

Tomt A. Uli Monet S. Wilson

Monet S. Wilson Parent Coordinator Brooks Middle School