

August 24th, 2012

To Whom It May Concern:

I am writing this letter to officially resign my position as the After School Program Coordinator in Sheridan School District. I have appreciated the opportunity I've had to work in the district and am more than willing to assist with the transition as a new employee is selected to fill the position. I will make myself available to train staff, answer questions, and provide any assistance as needed. I wish the best for the future success of the After School Program. I can be reached by email at Liza440@msn.com or by phone at 503-871-5452 if there are any questions.

Sincerely,

A handwritten signature in cursive script that reads "Elizabeth Blake". The letters are fluid and connected, with a prominent initial "E".

Elizabeth Blake