

November 8, 2018

Dr. Matthew Conway
Superintendent
Derby Public Schools
35 5th Street
Derby, CT 06418

CC: Rachael Caggiano, Marc Russo

Dr. Conway, Mrs. Caggiano, and Mr. Russo,

Please accept this letter as formal notice of my resignation from my position as reading teacher at Derby Middle School as I have accepted an administrative position in another district. My last day in Derby will occur no later than December 7, 2018. I understand my contractual obligation to remain in my position for another 30 days. Respectfully, if possible, I would appreciate the opportunity to be released from my contract by the end of the month so I may start this new position as soon as possible.

In the four and a half years I have worked at Derby Middle School in various positions such as reading interventionist, instructional coach, and now reading teacher, I have been extremely grateful for the support and encouragement I received from both school and district administrators. I will always appreciate that support and I will use it to inspire me in my new position.

I wish you, the school, and the district continued success in the future.

Sincerely,



Daniel Kreiness