

*Deborah Love*

Parent Coordinator

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September 4, 2014

Dear Superintendent Adams,

Please accept this letter as notification that I wish to retire from my position as Parent Coordinator, effective at the end of 2014-2015 school year.

It is with mixed emotions that I leave the position which I have performed for the last 21 years, but I have decided the time has come for me to start my retirement.

I believe that I am required to give you notice at the beginning of 2014-2015 school year. If I have outstanding sick days, personal days, please advise me how much, and when I should take it, or if it will be paid to me.

May I take this opportunity to thank you, the board members and my immediate supervisor for the help, support, and opportunities I had in these productive years with District 152. It has been a remarkable experience and I have enjoyed the time spent working with parents, students, and district staff. I believed that I have helped this parent involvement program to be what it is today.

If you require any additional information from me, do not hesitate to contact me.

Yours sincerely,

*Deborah Love*

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Cc Sirlena Thomas