

January 24, 2018

Mae A. Cole

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Dear Harvey School District 152,

I write this letter to announce my formal retirement for School District 152 as a custodian effective the end of the school year.

I would like to thank you for all the great opportunities you have given me as an employee at District 152. It has been a pleasure working with district 152 for 9.5 years as one of your custodian. I will be retiring at the end of the 2017-2018 school year. I am ready to move on to the next phase in my life.

Please let me know if I can be of any assistance during this transition.

Sincerely,

A handwritten signature in cursive script that reads "Mae Atrice Cole". The signature is written in dark ink and is positioned above the printed name.

Mae Atrice Cole