

Letter of Resignation

January 14, 2016

Superintendent of Schools
Dr. Matthew Conway
35 Fifth Street
Derby, CT 06418
(203) 736-5027

To Dr. Conway, Administrators and Staff;

This letter is to inform you that I am resigning from the position as part time occupational therapist. I expect the leave to become effective on February 2, 2015. During my time in Derby I have had the pleasure of supporting students, teachers and families in my role as an OT.

By February all evaluations and assessments will be completed, as well as report cards which are due at the end of January. If possible I can be available to train or collaborate with the next therapist to ensure continuity of services. An occupational therapist will be needed for at least 15 hours per week to fill the position. This person will see students at Irving, Derby Middle School, Derby High School and Little Raiders University.

Thank you for the opportunity to work with the students in the Derby Public Schools.

Sincerely,

Rayna Rhodes MS OTR/L