

Harvey Public Schools District 152
Board of Education
16001 Lincoln Avenue
Harvey, Illinois 60426

Golda Hamilton
Food Service Manager
15944 Page Street
Harvey, Illinois 60426
708-596-4259

Dear Board of Education,

I would like to inform you of my intention to retire at the conclusion of the upcoming 2015-2016 school year. This letter is my official notification that my last day of work at Maya Angelou Elementary School will be June of 2016

I am excited about my impending retirement but wanted to take this opportunity to thank you for all of the opportunities that I have experienced working for Harvey Public School District 152. I have genuinely enjoyed my employment as a Food Service Manager and will miss you and my coworkers when my retirement day comes.

Thank you for the opportunities for professional and personal development that you have provided me over the years. I have enjoyed working for food service and appreciate the support provided me during my tenure with the company. Please let me know what I can do to help you with the transition of my work to another employee. I plan to work right up until my retirement date and will be happy to help you make a smooth transition.

While I look forward to enjoying my retirement, I will miss working for the company. Again, I have truly enjoyed working for Harvey Public School District 152 at Maya Angelou Elementary School. Please feel free to contact me if you need additional information.

Sincerely,



Mrs. Golda Hamilton

Cc: File
Vera Liddell, Director of Food Service
Iretha Brown, Maya Angelou Elementary School Principal