

Tonya Tomlinson  
1278 Old Colony Rd.  
Jefferson, TX 75657  
July 11, 2017

Jefferson Independent School District  
Mr. Rob Barnwell, JISD Superintendent  
Mr. A. Keith McGill, JES Principal  
1600 MLK Dr.  
Jefferson, TX 75657

Dear Mr. Barnwell and Mr. McGill,

I am writing to formally notify you that I am resigning from my position as School Nurse/  
Health Science CTE Instructor with Jefferson Independent School District. My last day of  
employment will be July 20, 2017.

While I have enjoyed working with the staff and developing as a professional, I am taking  
an opportunity that would better fit my personal and educational goals. It has truly been a  
pleasure working for Jefferson Independent School District.

I would like to make this a smooth transition and will gladly help in the training process of  
my replacement during the next two weeks.

It has been a genuine pleasure working for Jefferson ISD, I will miss my friends and  
associates here. I wish you and Jefferson ISD continued success in all future endeavors.  
Thank you for a great learning and employment opportunity.

Sincerely,

  
Tonya K. Tomlinson, R.N.

Accepted RB  
7-12-17