

December 19, 2019

Rachael Caggiano
Derby Middle School
73 Chatfield Street
Derby, CT 06418

Dear Mrs. Caggiano,

I am writing to notify you that I will be resigning from my position as 8th grade math teacher. My last day with Derby Middle School will be January 17, 2019.

I truly appreciate the opportunities that this school has provided me, as well as the professional guidance and support that has helped me to grow as a teacher. Although I will sincerely miss this position, my colleagues, my students, and this amazing Red Raider community, I have found a new position which allows me to work closer to home. As this has always been a goal of mine, I feel this is the right move for me and my family.

I would also like to thank you individually for all of your support professionally and personally. I greatly value our relationship. I am lucky to have had the opportunity to work under your leadership. I am proud to have been part of the change going on at DMS and I know there are great things in store for this school going forward. I wish you and Derby Middle School much success in the coming years.

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

Sincerely,

A handwritten signature in black ink, appearing to read "M. Guglielmo". The signature is fluid and cursive, with a large initial "M" and a long, sweeping underline.

Michele Guglielmo