



# NOVA CLASSICAL ACADEMY

Great Thoughts Inspiring Great Thinkers

November 9<sup>th</sup>, 2015

Dear Mr. Larson and Dr. Williams,

Please accept this letter as my notice of resignation from my position as Student Services Administrative Assistant. My last day of employment at Nova will be November 30<sup>th</sup>, 2015.

I have absolutely loved my time at Nova the past year and could not have asked for a better community of people to work with. The faculty, especially those in the Student Services Department, has been a great joy to work with and I will truly miss working with them every day. My resignation is not caused by anything on Nova's behalf; I am simply looking for areas of growth and have accepted a job that provides more growth opportunities.

I am happy to assist in the transition of my duties to help ensure a transition as smooth as possible. I am available to help recruit and train my replacement up through my last working day.

Though this is bittersweet, I want to thank you for the opportunity to work in such a wonderful place. I have nothing but gratitude and excellent things to say about Nova and its staff. Mr. Larson has truly made a difference in being an excellent leader in our department and I am so happy to have been able to assist him during my time here. Thank you!

Sincerely,

Lisa Notermann