

July 15, 2016

Wood Dale Board of Education

543 N. Wood Dale Rd.

Wood Dale, Il. 60191

Dear Board of Education:

It is both with sadness and excitement that I am writing you today my letter of intent to retire effective January 31,2017.

I regret having to leave all of my Wood Dale family. I have been part of this family for over 19 years and have made some wonderful friends. I will miss seeing them every day—you figure we see each other more then we see our own families.


I have come to realize that it is time for me to spend more time with my husband and family. We never know what the future has to hold for us.

I am requesting that I be able to use my accumulated vacation days in the month of January.

In accordance with our Classified Employee Handbook I will be eligible for \$70.00 for each sick day that I have not used and \$500.00 for each year of service since I've been with the District over 15 years. With this retirement bonus I'd like it deposited into my annuity the later part of February 2017.

I have been privileged to work for a wonderful employer and has always been a pleasure to work for all these years.

Sincerely,



Barbara M. Soss

Coordinator of Financial Affairs

