

Jessica Welsh  
4 Millbrook Road  
Shelton, CT 06484  
203 450 1250  
jmwjtw@sbcglobal.net

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Dear Dr. Conway,

Please accept this letter as formal notification that I am leaving my position with Irving School, as the ISS tutor/ School Climate on November 4, 2016. I have already spoken with my principal, Jennifer Olson, and have let her know of my resignation.

Thank you for the opportunities you have provided me during my time with your school community.

If I can be of any assistance during this transition, please let me know.

Sincerely,

*Jessica Welsh*

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