

Shannon Grindell

404 Sierra Place • Roberts • WI • 54023

Phone: 612-245-9280 • shannongrindell@gmail.com

October 8, 2013

Mr. Brandon Robinson and Board of Education
Unity School District
1908 150th Street/Hwy 46 N
Balsam Lake, WI 54810

Dear Mr. Robinson and Board of Education

Please accept this letter as my formal notice of resignation from Unity School District, effective October 16, 2013. The associations and skills I've gained during my employment here will truly be memorable for years to come.

I intend to be available to help train my replacement as needed.

Thank you very much for the opportunity to work here.

Sincerely,

A handwritten signature in cursive script that reads "Shannon Grindell". The signature is written in black ink and is positioned above the typed name and title.

Shannon Grindell
Business Manager