

October 22, 2018

Dr. Conway,

As you previously discussed with Mr. Connelly, my last day of employment in Derby Middle School as a special education teacher will be November 9, 2018.

I am grateful for the many learning opportunities I have been provided the past five years. I have worked collaboratively with colleagues and administrators who have helped me develop into a more effective educator.

Throughout the remainder of my employment, I will continue to fulfill my responsibilities as a teacher and provide a smooth transition for the new teacher who will fulfill my position, if possible.

Thank You,

Michelle Peluso