

Viver Ballard
1155 185th Street
Homewood, IL 60430

January 13, 2014

Dr. Sophia Jones Redmond
School District 152
16001 Lincoln Ave.
Harvey, IL 60426

Dear Dr. Jones:

After careful thought and consideration, I have decided to resign from my position as Social Worker with School District 152. My last day of employment in the district will be Friday, January 24, 2014.

During my time in District 152, I have grown professionally and I value the experiences that this district has offered me. I appreciate the support that I have received over the years. I wish District 152 much success in the future.

Please let me know of any expectations of final work that needs completion prior to my departure. If I can be of any assistance during this transition, please let me know.

Sincerely,



Viver Ballard

cc: Sirlena Thomas, HR Dept.