

Sarah Richard
9 Millbrook Road
Colebrook, CT 06021

Dr. Matthew J. Conway, Jr.
Superintendent of Schools
35 Fifth Street
Derby, CT 06418

Dear Dr. Conway,

Please be advised that I am resigning from my position as Pre-K teacher for the Derby Public Schools effective June 30, 2015.

Sincerely,

Sarah Richard

cc: Derby Board of Education
Mario Ciccarini, Principal, Bradley School
Shelley Sheridan, Elementary Special Education Supervisor
Alison Conway, Early Childhood Program Director
Personnel file