

Mrs. Carolyn Carloni
14 Laurel Avenue
Derby, CT 06418

May 9, 2016

Derby Public Schools
35 Fifth Street
Derby, CT 06418
Attn: Diane Marcinowski

Dear Diane,

Please accept this letter as my official retirement as a school nurse for St. Mary-St. Michael School and the Derby Public School system. The date of my retirement will be June 14, 2016.

I would like to be considered as a substitute during the 2016-2017 school year. Please keep me in mind if you have a need for a substitute for school nurse.

Thank you very much and if you have any questions, you can reach me at 203-500-9811.

Very truly yours,



Carolyn Carloni, R.N.

CC: Linda Coppola