

July 16, 2024

Mrs. Swartz,

I am grateful for the opportunity to have taught in your school district for the past 13 years. The experiences I have gained have paved the way for my next opportunity. I have accepted a position at a nearby district where my children attend starting on September 1, 2024. Therefore, I officially submit my resignation effective as of August 31, 2024. Thank you again for everything the Scotia-Glenville school district has provided me. I wish you luck in the future and have always appreciated your stable and positive leadership of the Scotia-Glenville school district.

Sincerely,

  
Mallory Williams