

Susan Gutmaker

6 Boyle Road, Glenville, NY 12302

518-925-7024, sgutmaker@gmail.com

August 9, 2024

Susan Swartz

Scotia Glenville Central School District

900 Preddice Parkway, Scotia, NY 12302

Dear Mrs. Swartz,

It is with a heavy heart that I am turning in my resignation from my teaching assistant position at Glendaal Elementary. I am resigning effective August 31, 2024.

It has been an honor to work for you and this school. I have grown as an educator under your mentoring and encouragement. I am grateful for this experience and will carry it into my future teaching career. I am resigning as I have secured a teaching position at another school district.

Please let me know the next steps in this process and any paperwork that I will need to complete.

Thanks again for the opportunity to work at Scotia Glenville Central School District.

Sincerely,

*Susan Gutmaker*