

Karen Diamond  
11 Worden Road  
Scotia, NY 12302  
518-727-6557

Jill Bush  
Business office/ HR  
Scotia Glenville Central School District  
900 Preddice Parkway Scotia, NY 12302  
August 27, 2024

Dear Jill,

Please accept this letter as formal notification of my resignation from my position as Teacher Aide at Glen Worden Elementary School. My last day of work will be August 31, 2024. I have enjoyed working with the team at Glen Worden and appreciate the opportunity to work with some very special children.

Sincerely,

*Karen Diamond*