

February 4th, 2025

Dear Catie,

Please accept this letter as formal notification of my resignation as Executive Secretary I at Scotia-Glenville Central School District. My last day of employment will be the 21st of February 2025.

Thank you so much for the opportunity to work here for the past year. I've enjoyed getting to know and work with everyone here. I've learned a lot of new skills and brushed up old ones. I'm excited to have this experience and your support to pursue the next step of my career.

During the next two weeks, I'll do everything possible to wrap up my duties. Please let me know if there's anything else I can do to help during the transition.

Thank you for all your guidance. I wish you all the best and look forward to keeping in touch.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tahsina Khan', written in a cursive style.

Tahsina Khan