

Betsy A. Williams, AAS RN
5 Francis Lane
Voorheesville, NY 12186

3/18/25

Scotia-Glenville CSD
900 Preddice Parkway
ATTN: Catie Magil, PPS Director
Scotia, NY 12302

Dear Catie,

I'm writing to inform you that as of close of business on June 27, 2025 I am resigning from my position as School Nurse at Glendaal Elementary and as the District Nurse Coordinator for Scotia-Glenville CSD.

After 20+ years of service I would like to thank you for the opportunity to care for the students and staff of the Scotia-Glenville community. It truly has been a privilege. I have grown both professionally and personally throughout my career thanks to the support and mentorship from you as well as previous supervisors and colleagues.

I am hoping by letting you know this far in advance that I will be able to assist in a smooth transition for a new Registered Professional Nurse and a new District Nurse Coordinator.

Respectively submitted,

A handwritten signature in cursive script that reads "Betsy A. Williams, RN". The signature is written in black ink and is positioned above the typed name and title.

Betsy A. Williams, AAS RN
Glendaal School Nurse
S-G District Nurse Coordinator