

**Attendance Clerk Middle School--District Health Clerk**

Rea, Teresa

**Sent:** Friday, August 02, 2013 4:45 PM

**To:** Perkins, Dorothy B.

**Cc:** Foltz, Debra; LeGrand, Sue

Dear Ms. Perkins,



Today, I accepted the position of Attendance Clerk in the Middle School. I am resigning my position as District Health Services Clerk. It is my understanding I will begin training with Ms. Ryder on Wednesday for my new position. If I can be of assistance during the transition for the new Health Clerk, do not hesitate to let me know...

Sincerely,

A handwritten signature in blue ink that reads "Teresa Rea". The signature is written in a cursive, flowing style.

Teresa Rea