

4/30/2010

Dear Mr. Palm,

I am writing this letter to officially notify you that I am planning to retire effective July 1, 2010. I want to give you time to post the position for a Speech/Language Therapist. If I can do anything to help with the transition process, I will gladly do so. Obviously, after 29 years, I am going to miss being at Southgate on a daily basis, so I would like to be on the sub list for next year (after the mandatory 90 days). I will also be happy to volunteer my services in or out of the classroom, if I can assist in any way.

If you need any more information etc. from me, please let me know.

Respectfully,

Donna Falen, SLP