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Erie County Technical School
8500 Oliver Road
Erie, PA 16509
(814) 464 8600

Dear Jeffrey,

I would like to inform you that I am resigning from my position as Technology Technician for Erie County Technical School, effective February 25th. This is due to the fact that I have found another job that is full-time and doesn't require a commute.

I would like to express my gratitude for this opportunity, which has developed my professional and technical skills, over the past six months. As my supervisor, you have taught me about several aspects of our field that I would have never learned in school or an internship. If it wasn't for your and every other employees' support at ECTS, I wouldn't have had the skills or confidence to obtain a full-time position.

If I can be any help during this transition, please let me know.

Sincerely,



Taylor Goodwill