

May 21, 2015

To whom it may concern,

I would like to officially submit my two week notice for my position as custodian with Erie County Vo-Tech school. My last scheduled day of work will be Friday, June 5th. I would like to sincerely thank everyone I have worked with for helping me to gain more experience and knowledge in the custodial field. I would like to thank the Human Resources office and my direct supervisor for giving me the opportunity to work here, along with your understanding and flexibility with me during my times of difficulty.

I have since been offered a full-time position with a stable employer that I can not afford to pass up at this time in my life. I thank you again for all you have done for me! I have truly enjoyed being part of the Vo-Tech team.

Sincerely,
Anthony P. Voto Sr.

A handwritten signature in black ink, appearing to read "Anthony P. Voto Sr.", written in a cursive style.