

3019 Tree Haven Ct.
Erie, PA 16506

June 1, 2018

Natalie Fatica
Coordinator for Human & Quality Resources
Erie County Technical School
8500 Oliver Road
Erie, Pa 16509

Dear Ms. Fatica and the ECTS Joint Operating Committee:

I would first like to express my sincerest gratitude for the opportunities that I have been given at Erie County Technical School. ECTS is a very special educational institution and I feel blessed to have been a part of the ECTS family for the past 5 years. Please accept this letter as notice of my resignation from my position as Career Planning Coordinator. My employment with ECTS will conclude at the end of the 2017-2018 contract school year, August 21, 2018. I hope to continue to stay in touch with the faculty and staff at ECTS as I move on to my next professional opportunity.

I have already spent some time updating files and planning for the 2018-2019 school year calendar to help ease the transition for next year. However, please feel free to contact me should you have any questions as I would be glad to assist if needed.

It has been my pleasure to be Career Planning Coordinator at ECTS. I will deeply miss the faculty and staff at ECTS very much, but I look forward to the new challenges that lie ahead. Thank you for giving me the opportunity to work alongside some of the most caring and dedicated educators and finest people I have ever known.

Sincerely,



Remle Moyak