

ERIE COUNTY TECHNICAL SCHOOL

PROPOSED AGENDA ITEM

DATE: September 23, 2020

SUBJECT: Resignation- Matthew Walter

CATEGORY: **Operations:** **Policy:** **Information:** **Personnel: X**

INITIATED BY: Catherine Doty, Admin. Serv. / HR Coordinator

DESCRIPTION:

Matthew Walter, Auto Technologies Instructor, has expressed his desire to resign effective October 12, 2020. (see attached letter)

RECOMMENDATION:

Motion to accept the resignation request of Matthew Walter effective October 12, 2020.

Dear Terri Birchard,

This letter is to announcement my resignation from the Erie County Technical School effective October 12th 2020.

It has been a pleasure working with the students and staff for the past 4 years. The knowledge I have acquired while at ECTS has enabled me to continually grow at an educational professional. I will miss my daily interaction with the students but my new venture will allow me to continue to train automotive technicians throughout North America.

During my last two weeks, I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to aid during the transition.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Walter', with a long, sweeping horizontal line extending to the right.

Matthew Walter