

May 11, 2023

To whomever it may concern,

Please accept this letter as formal notification that I am resigning from my position of groundskeeper from Erie County Technical school. My last day will be June 9th, 2023.

Thank you for the opportunity to work in this position for the past few years. I've appreciated the opportunities I have had and enjoyed getting to know everyone at ECTS.

During the rest of my time here I will do everything possible to wrap up my duties. Please let me know if there is anything I can do to help during the transition.

Sincerely,

Jason Conner

A handwritten signature in cursive script that reads "Jason Conner".