

August 24, 2023

Dear Julie Aiken and Cat Doty,

Please accept this letter as my resignation as the Transition Instructor for Erie County Technical School. My last day at ECTS will be September 8, 2023; however, given the unique nature of the TRC students, my new employer is willing to grant me some additional time to create the best transition for the TRC students and a new instructor. As always, my passion and care is for the students. I appreciate and will be forever grateful for my time at ECTS. I am blessed to have be able to serve these students, and I take with me a wealth of experience and knowledge to assist the Mercyhurst University AIMS program in its exciting growth. I look forward to discussing with you HR the best transition procedures for the TRC students.

Thank You Michele Garvey