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7/3/25

To whom it may concern,

I am writing to formally resign from my position as a Health Assistant Instructor at Erie County Technical School, effective 8/31/2025.

While I have only been with the school for a year, it has been a meaningful and rewarding experience. I have appreciated the opportunity to work with such dedicated colleagues and to support students as they take their first steps toward careers in healthcare.

I will do everything I can to assist during the transition period and ensure continuity for the students. Please let me know how I can help make this process as smooth as possible.

Thank you again for the opportunity to be part of the ECTS team.

Sincerely,
Kelly McGrady