

Timothy Mello, Jr.
35 Cherry Street
Albion, PA 16401

October 6, 2025

Catherine Doty
Human Resources Coordinator
Erie County Technical School
8500 Oliver Road
Erie, Pennsylvania 16509

Dear Ms. Doty:

Please accept this as official notice of my resignation. My last day at Erie County Technical School will be October 17, 2025.

I am resigning as I have received a new job offer that presents more opportunities for career growth and advancement. This decision, although challenging, is the most appropriate course of action for me and my family. I appreciate all the opportunities Erie County Technical School has provided me over the past eleven years.

I am committed to making the transition process as smooth as possible and will ensure that all my duties are completed before my last day of work.

Sincerely,

Timothy Mello, Jr.