

Toni J Lockett
22128 State Route 9 Lot 194
Mount Vernon, WA 98274

May 14, 2021

Jeff Cravy
Superintendent
Conway School District #317
19710 State Route 534
Mount Vernon, WA 98274

Dear Jeff,

Please accept this letter as formal notice of my resignation from my position as Early Learning Coordinator at Conway School. My last day of employment will be at the end of my contract on August 30, 2021.

Thank you for giving me the opportunity to work in this position for the past 16 years. I have thoroughly enjoyed working here and appreciate all of the opportunities you have given me. However, I have decided it is time for me to move on to my next challenge.

I would like to do anything I can to help with the transition, including wrapping up my responsibilities and training other team members. If I can be of any other assistance during this time, please let me know.

Thank you again for the opportunity, and I wish you and Conway School all the best for the future.

Yours sincerely,

A handwritten signature in cursive script that reads "Toni Lockett". The signature is written in black ink and is positioned below the typed name.

Toni J Lockett