

May 9, 2016

To Whom It May Concern:

Please accept this letter as my resignation from my position as a para professional at Ravenna Elementary. My last day will be the last day of school on May 25, 2016.

I will be finishing my degree in Architectural Drafting by completing a full time semester in the fall of 2016. Hopefully receiving a job in my field after that.

It has been a wonderful two years working here. I will miss working with everyone. Please let me know if I could help train a replacement before I leave. I may be able to sub some days this fall also if it's needed.

Again, thank you having me these last two years.

Sincerely,

A handwritten signature in blue ink that reads "Michelle C. Epley". The signature is written in a cursive style with a large, stylized "M" and "E".

Michelle Epley