

March 21, 2017

Heather Knight, Principal
Islesboro Central School
159 Alumni Drive
Islesboro, ME 04848

To Ms. Heather Knight:

Please accept this letter of resignation from the position of Administrative Assistant to the Principal, effective two weeks from today, March 21, 2017.

I have made the decision to follow a career path that suits my interests and future goals. I have enjoyed working at Islesboro Central School and am grateful for having received the opportunity to work with such great people. I will miss my colleagues and the students however, I look forward to this new opportunity that awaits me.

During the next two weeks, I am willing to help in any way to make the transition as smooth as possible by training my replacement if needed. Please let me know if there is anything more I can do while I am still at ICS.

It has been a pleasure working at Islesboro Central School.

Sincerely,

Krysti Hall