

Jackie Lancaster

2842 St. Rt. 529

Cardington, OH 43315

419-560-2014

June 17, 2021

Dear Ms. Parthemore

Please accept this letter as formal notification that I will be leaving my position with
Ridgedale Elementary School.

Thank you for the opportunities you have provided me with during my time here at
Ridgedale. I am more than grateful to have had the opportunity of working with
such wonderful people. Thank you for all of your support.

Sincerely,

A handwritten signature in blue ink that reads "Jackie Lancaster". The signature is written in a cursive, flowing style.

Jackie Lancaster