

February 8, 2010

Kathy Mark
1033 Castlewood Lane
Deerfield, IL 60015
847-948-0643

Dear Administrators and School Board:

I have been working as a first grade teacher here in District 24 for the past twenty years. I have thoroughly enjoyed my employment here. It is a wonderful district to work for, but it is time for me to plan my retirement. I am planning to finish teaching in June of 2014. Thank you in advance for taking care of all procedures necessary for this to take place. If there is anything further that I need to do before that time, please inform me. Again, thank you for allowing me to be a part of your school community.

Sincerely,
Kathy Mark