

To: Dr. Renee Willis, Superintendent, Richmond Heights Local Schools

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Received

From: Phil Stevens, Director of Operations

Re: Letter of Resignation

Date: June 17, 2021

Dr. Willis

Please accept my letter of resignation as the Director of Operations effective August 1, 2021. Thank you for the opportunity to work with the students and staff here at Richmond Heights Local Schools. Thank you for the opportunities for professional and personal development that the district has provided for me over the 7 years. I have enjoyed working for the district and appreciate the support provided for me during my tenure. I will miss working for the district and I would like to wish the staff well in their endeavors in the upcoming school. If I can be of any assistance during this transition period, please let me know.

Sincerely,


Phil Stevens