

Maribel Paez
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September 28, 2018

Mario A. Garcia
2059 Bowker Road
El Centro, CA 92243

Dear Mr. Garcia,

Please accept this letter as my formal resignation as the Business Manager/Administrative Assistant for Meadows Union School District. I have accepted a position that will offer me more challenges and opportunity for advancement, as well as allow me to broaden my experience and knowledge.

I want to take this opportunity to thank you for your time and efforts in my training and advancement during my time with the department. My efforts until my end date of October 12, 2018, will be to wrap up my projects here and turn over my responsibilities as smoothly as possible. Please let me know if there are any additional concerns or projects that you would like me to tend to before I leave.

Lastly, I wish the best for whomever takes on my position as the Business Manager/Administrative Assistant for Meadows Union School District. Please feel free to contact me during this transition. I will make myself available to help as much as I can. I appreciate both the professional and personal growth opportunities that have been provided to me during my time with the department. I would like to thank you again for the opportunity to work as part of your team.

Sincerely,


Maribel Paez