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AUG - 3 2021

CELINA CITY SCHOOLS

August 2, 2021

Amy Esser  
Executive Director  
Mercer County Head Start  
585 E Livingston Street  
Celina, OH 45822

Dear Mrs. Esser,

I am writing to tender my resignation from my position of Mental Health Manager, with my last day of employment being August 27, 2021.

Please note that I am prepared to assist with recruiting for and training my replacement prior to my leaving and will ensure that all my work is completed and/or in a position to be handed over to ensure a smooth transition period.

I would like to take this opportunity to thank you for the opportunity to work for Mercer County Head Start and wish you and the school all the best.

Should you require anything further, please let me know.

Sincerely,



Ashley Koonz

CC: Dr. Ken Schmiesing, Superintendent  
Celina City School Board