

April 28, 2016

Mrs. Amy Esser  
Executive Director  
Mercer County Head Start  
6731 State Route 219  
Celina, OH 45822

Dear Amy,

Please accept this letter as notice of my resignation as Health and Community Service Manager at Mercer County Head Start. My last day will be June 30, 2016.

It has been a pleasure to work with you over the past five months. I regret that I will not be able to see firsthand where this agency will go under your leadership. I am confident that Mercer County Head Start will continue to grow and improve in quality.

I would be happy to help in any way with the transition of my position to ensure that the program continues to run smoothly after my departure. I am available to assist in any way you feel necessary and will make certain that all records and reports are up to date prior to my departure.

Thank you for the opportunity to work with you at Mercer County Head Start. I wish the best for you and all the staff. I look forward to staying in touch with you to see all the greatness this program achieves because of you and all the dedicated staff. You can email me at anytime at [davis\\_jessi@yahoo.com](mailto:davis_jessi@yahoo.com) or call me at 419-551-0341.

Sincerely,

A handwritten signature in cursive script, followed by the printed text "RN, RDH".

Jessica J. Davis RN, RDH