

Director Amy Esser  
Mercer County Head Start  
585 E. Livingston St. Celina, OH 45882

Dear Amy Esser,

It is with much sadness that I inform you, I will be resigning from my position as Mercer County Head Start's Family Engagement Services Manager as of November 6, 2020.

It has been an absolute pleasure working at Mercer County Head Start and I am truly grateful for the opportunities you have afforded me. My last working day will be October 30, 2020.

I intend to work at the highest quality level until my final day of employment. If there is anything, I can do to facilitate a smooth transition during this time, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Whitney Langston".

Whitney Langston