

RECEIVED  
JAN 27 2020  
CELINA CITY SCHOOLS

January 27, 2020  
Mercer County Head Start  
585 E Livingston Street  
Celina, OH 45822

Dear Whitney,

This letter confirms my resignation as a Family Advocate at Mercer County Head Start, effective two weeks from today, 1-27-2020. My last date of employment will be 2-10-2020.

Thank you for the opportunities to grow and learn. Please let me know how I can be of assistance during the transition period. I wish you and the company the best going forward.

Sincerely,

  
Claire Jarvis