

March 1st, 2016

District Office

P.O . Box 87

Point Arena, CA 95468

To whom it may concern;

I plan to retire from my teaching position at Arena Elementary at the end of the current school year. I have enjoyed being on the teaching staff for the last 16 years and will take with me countless memories as well as valuable experiences.

Thank you for these opportunities.

Sincerely,

Jan Henley

A handwritten signature in cursive script that reads "Jan Henley". The signature is written in dark ink and is positioned below the printed name.