

September 2, 2026

Dear Principal Fitzgerald,

Please accept this letter as formal notification that I am resigning from my position as a Lunchroom Supervisor at Elizabeth Ide Elementary School. My last day of work will be Friday, September 4, 2026.

I am grateful for the opportunity to work with the staff and support our students during lunch. I have truly enjoyed my time here and appreciate the support provided to me during my employment.

I am committed to ensuring a smooth transition over the next few days and am happy to assist in any way I can to help prepare my successor or cover my remaining shifts.

Thank you again for the opportunity, and I wish the school community all the best moving forward.

Sincerely,

A handwritten signature in cursive script, reading "Melody Maier". The signature is written in dark ink and is positioned above the printed name.

Melody Maier