

Dear Tara and Emilie,

Please accept this letter as formal notification that I am resigning from my position as nurse/wellness coordinator at Northome School. My last day of employment will be Friday October 16th, 2026.

I want to thank you for the opportunities I have had during my time here, even though our work collaboration was short-lived, I know it would have been a great team to be a part of. I appreciate the support and the experiences I gained working with the wonderful staff here at Northome School. It was a great opportunity, which made the decision to leave very difficult. This was definitely a “right job/wrong time” decision.

During my remaining time here, I am fully committed to ensuring a smooth transition. Please let me know how I can best assist with handing over my daily duties or wrapping up ongoing projects.

I wish you all the best in the future.

Sincerely,

Ashley Francisco