


Dear Mrs. Crum,

I am writing to inform you of my intention to resign my position as school psychologist at the end of the 2019-2020 school year contract (June 30, 2020). I appreciate the opportunities for growth and professional development that have been provided to me from MOESC over the last two years.

I will do my best to make the transition for my replacement as smooth as possible. I know that we will also need to address the transition of the account maintenance role so that there is no gap in the ability to place authorized orders for next year. Once the new person for that portion is chosen, I am aware I will need to work with him/her to jointly conduct account transfers so that there is not a breakdown in the order and maintenance process as a result of my departure.

Thank you again for the opportunity to work with Mid-Ohio Educational Service Center. If any questions arise after the end of my contract, I can best be reached by personal email at LeashaTrimble@gmail.com.

Sincerely,

A handwritten signature in cursive script that reads "Leasha Trimble".

Leasha Trimble, Ed.S

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