

April 7, 2022

Dear Jennifer,

Please accept this letter as formal notification of my resignation from my position as an Occupational Therapist with Mid-Ohio Educational Service Center. This will be effective at the end of my current contract and work calendar (or at the end of the 2021-2022 School Year). My husband is retired and we have an opportunity to relocate to North Carolina for milder winters and to be closer to family.

Thank you so much for the opportunity to work with Mid-Ohio for these past 8 years. I have appreciated the opportunities to network with other related services team members and for the extra support as we waded through uncharted waters with Covid and learning telehealth practice.

Over the final quarter I will do everything possible to wrap up my duties, help with the transfer of my low incidence caseload and students who will be moving to 3rd and 4th grades at Malabar. If able, I am committed to helping train other team members. Please let me know if there is anything else I can do to help during the transition.

I wish you all the best, and look forward to keeping in touch.

Sincerely,

A handwritten signature in blue ink that reads "Amy Burns, OTR/L". The signature is written in a cursive, flowing style.

Amy Burns