

March 3, 2025

Dear Mr. Kimmel,

After 34 years in education, I have decided to enter retirement. I am requesting to renegotiate my contract from 214 days to 206 days. Upon approval of the contract change, my official last day of employment as a ReadOhio Literacy Coach with Mid-Ohio Educational Service Center and the ReadOhio Program will be Friday, May 30, 2025.

I am grateful for the opportunities and experiences I have gained during my time at Mid-Ohio and with ReadOhio. I would like to express my sincere appreciation for the opportunities, relationships, and knowledge I gained through my experiences. I will carry them with me throughout my lifetime.

Thank you for the privilege of working at Mid-Ohio Educational Service Center.

Sincerely,

A handwritten signature in blue ink that reads "Wendy Henige". The signature is written in a cursive style with a small dot above the letter 'i' in Henige.

Wendy Henige