

Holly Warrell

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July 1, 2025

Jenny Reed

Director of Human Resources
Mid-Ohio Educational Service Center
890 West Fourth Street
Mansfield, Ohio 44906
reed.jennifer@moesc.net
419-774-2505

Dear Ms. Reed,

I hope this message finds you well. I am writing to formally resign from the position of Literacy Coach (ReadOhio), which I was scheduled to begin on August 1, 2025.

After thoughtful reflection, I've decided to pursue a different direction at this time. This was not an easy choice, but one I believe is best for my family.

I truly apologize for any inconvenience this may cause and want to express my sincere gratitude for the time, effort, and support you and your team extended throughout the hiring process. It has been a pleasure connecting with you.

Thank you again for the opportunity and for your understanding.

Sincerely,
Holly Warrell