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**Erin Jones**

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April 8, 2026

**Eric Turlo**

Mid-Ohio Educational Service Center  
890 W Fourth St  
Mansfield, OH 44906

Dear Mr. Turlo,

Please accept this letter as my notification of resignation from my position as Certified Occupational Therapy Assistant, with my last contract day being July 31st, 2026. I have been on contract as an “as-needed” part of the Student Services team this academic year. Due to demands elsewhere, I am no longer able to extend my availability into the next school year.

I have thoroughly enjoyed my time working for Mid-Ohio Educational Service Center. I have been privileged to work for an organization that has allowed me to grow as a therapist and continue to develop my craft.

Thank you for the opportunity to be a part of such an incredible team. If any additional steps are required of me, I can be reached at the contact information listed above.

Sincerely,

**Erin N Jones, COTA/L**