

Katie Richards

Occupational Therapist
Mid Ohio Educational Service Center

5/7/26

To Whom It May Concern,

Please accept this letter as formal notice that I will be completing my current employment contract with Mid Ohio Educational Service Center and will not be renewing my contract for the 2026–2027 school year.

This decision was made after careful consideration and is not a reflection of my experience with either Mid Ohio or the school district in which I serve. I am sincerely grateful for the opportunities, support, and professional experiences I have received during my time here.

I am committed to fulfilling my current contract and to supporting a smooth transition through the completion of the school year.

Thank you again for the opportunity to work with such a great organization, and the students, staff, and families I have had the privilege to serve.

Sincerely,

A handwritten signature in black ink that reads "Katie Richards". The signature is written in a cursive, flowing style.

Katie Richards