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May 22, 2026

Mr. Eric Turlo
Mid-Ohio Educational Services
8990 West 4th Street
Mansfield, Oh 449903

Dear Eric,

Please accept this letter as formal notice of my retirement from St. Mary's School Shelby, with my last day of work being May 28, 2026.

It has been a privilege to be part of the team for the past 10 years. I'm grateful for the opportunities, support, and friendships I've made.

I'm committed to making this transition a smooth one. All of the ETR's and IEP's along with Progress Reports and Daily Notes are current and available in the student's file at the school. I have left personal treatment materials in the OT room for the next OT to use. I would be happy to introduce the OT to the school team and current caseload on their first day of school next fall.

I have a company laptop, that I will return in the next week.

Thank you again for your leadership. I wish you and the entire team continued success.

Sincerely,

Leslie Newland