

Helen Yancey
P.O. Box 4116
Oneida, Tn 37841

August 27, 2018

Dear Kathy Buttram:

Please accept this letter as my formal resignation from my position as cafeteria staff at O.E.S. effective from two weeks from today's date of 8/27/2018.

I appreciate the opportunities for growth and development you have provided during my tenure. Thank you for your guidance and support.

Please let me know how I can be of help during this transition period. I wish you and the cafeteria staff the very best going forward.

Sincerely,

Helen Yancey

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