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Dr. Cheryl McWilliams
Superintendent of Schools
Pawtucket School Department
286 Main Street
Pawtucket, RI, 02860

Dear Superintendent McWilliams;

I am writing to notify you of my intent to _____ from my position as
effective / / . My last day of work with the Pawtucket School Department will be
/ / .

Sincerely,

_____/_____/_____

Date

CC: Human Resources Department