

*673 Foxmere Terrace*

*Greenwood, IN 46142*

*May 24, 2011*

*Dear Ms. Donaldson,*

*After considerable self-reflection and taking into consideration the advice of my family and close friends, I have decided to retire from my full time English as a Second Language teaching and Literacy Coordinator positions effective June 30, 2011. I will have fulfilled the requirements of all my ESL contracts as of May 31, 2011.*

*Over the past thirty odd years I have had the extraordinary experience of working with thousands of adults from over the world and learning of their cultures. I truly appreciate this opportunity afforded to me by Central 9 Career Center.*

*Sincerely,*

A handwritten signature in cursive script, reading "Nancy Stoddard". The signature is fluid and elegant, with the first name "Nancy" being more prominent than the last name "Stoddard".

*Nancy Stoddard*