

## TOWN OF WEST SENECA



SHEILA M. MEEGAN  
TOWN SUPERVISOR

To: Fellow Town Board Members  
From: Sheila M. Meegan, Town Supervisor  
Date: January 23, 2014  
Re: **Retirement of Terry Williams**

Per the attached communication, kindly accept the retirement of Terry Williams, Motor Equipment Operator, effective January 29, 2014 and authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Terry C. Williams  
66 Oakridge Drive, Apt 3  
West Seneca, New York 14224  
716-867-3827

20 January 2014

Sheila Meegan  
Supervisor, Town of West Seneca  
1250 Union Road  
West Seneca, New York 14224

Dear Mrs. Meegan,

I would like to inform you that I am retiring from my position of Motor Equipment Operator, effective 29<sup>th</sup> of January 2014

Please accept this letter as my formal notification of my intentions.

Sincerely,

A handwritten signature in black ink that reads "Terry C. Williams". The signature is written in a cursive style with a large initial "T" and "W".

Terry C. Williams

copy: Matthew D. English