



TOWN OF WEST SENECA

TOWN SUPERVISOR
SHEILA M. MEEGAN
TOWN COUNCIL
EUGENE P. HART
WILLIAM P. HANLEY, JR.

TO: Honorable Town Board / Town of West Seneca
FROM: Lauren J. Masset
Youth Service Coordinator
DATE: June 13, 2016
RE: Grace Reedy – Resignation

Dear Honorable Town Board,

As per the attached letter please move to accept the resignation of Grace Reedy (Clerk Typist PT) with her last date of employment being June 24, 2016.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Lauren J. Masset".

Lauren J. Masset
Youth Service Coordinator

June 10, 2016

Dear Town Board Members,

Please accept this letter as formal notification that I am resigning from my position as Clerk Typist with the Town of West Seneca Recreation Department. My last day will be June 24, 2016.

Thank you for the opportunity to work for the Town of West Seneca for the past four years.

Sincerely,

A handwritten signature in cursive script that reads "Grace E. Reedy". The signature is written in dark ink and is positioned above the printed name.

Grace Reedy