



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:** January 6, 2016  
**RE:** Amanda Murphy – Termination

Dear Honorable Town Board,

As per the attached letter please move to terminate Amanda Murphy as Clerk Typist effective January 11, 2016.

Respectfully Submitted,

Lauren J. Masset  
Youth Service Coordinator

Amanda Murphy

[REDACTED]  
West Seneca, NY 14224

December 22, 2015

Lauren Masset

Recreation Supervisor

Town of West Seneca Youth & Recreation Department

900 Mill Rd, #210

West Seneca, NY 14224

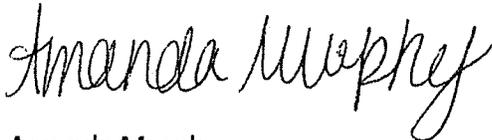
Dear Lauren Masset:

I have been offered a Full-Time position with Erie County, as an Assessment Clerk for the Department of Sewer Management. After careful consideration, I have decided to accept the position. As a result, I must inform you that I am resigning from my current position as a Part-Time Clerk and that I am submitting my two-week notice to you. My last day of employment will be Thursday, December 31<sup>st</sup>, 2015.

If there is anything that I can do to make the transition an easier process, please let me know.

Thank you very much for the support and for the opportunity for professional growth. I wish you the best!

Sincerely,



Amanda Murphy