



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
Recreation Supervisor
DATE: October 24, 2017
RE: Caitlyn Demma Resignation

Dear Honorable Town Board,

Please move to accept the resignation of Caitlyn Demma effective November 3, 2017.

Furthermore authorize the Supervisor to complete and sign the necessary forms for Erie County Personnel.

Respectfully Submitted,

Lauren J. Masset
Recreation Supervisor

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Caitlyn Demma
134 Waltercrest
West Seneca, NY 14224
(716) 997 - 4752

October 21, 2017

Lauren Masset
Recreation Supervisor
West Seneca Youth & Recreation
900 Mill Rd.
West Seneca, NY 14224

Dear Lauren Masset:

I would like to inform you that I am resigning from my position as Recreation Attendant within the Town of West Seneca's Youth & Recreation Department, effective November 2, 2017.

This decision was not easy, as I am welcomed with a new opportunity. I appreciate all of the opportunities given to me during my time within the recreation department. I have enjoyed working with you, and every one of my co-workers. I would also like to thank you for all of the support and guidance given to me within the professional and personal development areas.

If I can be of any help during this transition, please let me know.

Sincerely,



Caitlyn Demma