



TOWN OF WEST SENECA

TOWN SUPERVISOR
GARY DICKSON
TOWN COUNCIL
WILLIAM HANLEY
WILLIAM BAUER
JOSEPH CANTAFIO
JEFFREY PIEKAREC

LAUREN J. MASSET
RECREATION SUPERVISOR

TO: Honorable Town Board / Town of West Seneca

FROM: Lauren J. Masset
Recreation Supervisor

DATE: January 6, 2021

RE: Joanne McCabe, Clerk Typist PT – Resignation

Please accept the attached resignation of Joanne McCabe, Clerk Typist PT, effective January 21, 2021 with her last date of employment being January 20, 2021.

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

11/6/2021

Lauren Masset
Director of Youth and Recreation
Town of West Seneca
1250 Union Road
West Seneca, New York

Dear Lauren,

Please accept this letter as a formal notification that I am resigning from my position as Clerk/Typist with the Youth and Recreation Department of the Town of West Seneca. My last day will be January 20, 2021.

Thank you for the opportunity to work in this position for the past four years.

I greatly enjoyed working in this department especially with the counselors and campers in the summer.

I wish the Recreation Department continued success.

Sincerely,


Joanne G. McCabe

rec'd
11/6/2021
YRD