

January 18, 2024

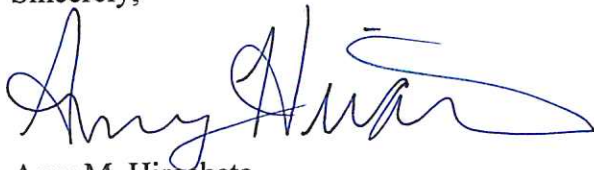
Peg Checkai
Watertown Public Library
100 South Water Street
Watertown, WI 53094

Dear Ms. Checkai,

I am writing this letter to inform you of my intention to resign my position as a Library Assistant at the Watertown Public Library, effective two weeks as of today, January 18, 2024. My last day will be February 1, 2024. During this time, I am more than willing to help with any cross-training or anything else I can do to foster a smooth transition.

I have enjoyed every day of my time in this library, and am resigning only because I need to accept a full time position elsewhere. If the library was able to offer more hours, please know that I would have happily stayed here. It has been a pleasure working with you, and the amazing staff and patrons alike. I am sincerely grateful for the experience I have gained from my time here.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amy Hiracheta", with a large, sweeping flourish at the end.

Amy M. Hiracheta