

Syracuse City School District

CENTRAL OFFICES

409 WEST GENESEE STREET
SYRACUSE, NEW YORK 13202

Nov. 20, 1967

Miss Dorothy Downes
4936 Long Acre Drive
Syracuse, New York 13215

Dear Dorothy:

It is with deep regret that I received your letter of resignation. I have always considered you one of our better nurses. You have always been conscientious, diligent, understanding, and prompt in your work in our department. We will sincerely miss you.

I am enclosing the required form for resignation and would strongly suggest you make an appointment with Mr. Julius E. Deuble of the Finance Office at your earliest convenience. I understand it may take six to eight weeks to establish your retirement benefits from Albany. We will follow your request for deferment in announcing your retirement as long as possible.

Again, my sincere regret at your decision, but may you enjoy fully your retirement.

If you ever consider other employment in the future, I would be most honored to give you my highest recommendation.

Sincerely,

C. George Murdock M.D.

C. George Murdock, M.D.
Health Director