

REC
8-14-17
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Terry P. Castor
6445 Bachmann Lane
Goodrich, MI 48438
Tel: (810)287-7835

To:
Fred Forsys
Fire Chief
8081 Clarence Street
Goodrich, MI 48438
August 8, 2017

Dear Mr. Forsys,

I am writing this letter to inform you that I am resigning from my position at Atlas Township Fire Dept., since my employer has changed my work schedule and the demands of my home life no longer allow me the time to finish my officers training and keep up with continuing education requirements. I'm also getting older and can no longer do the job at the high physical level I feel is required. My last day of work will be August 31, 2017, so please accept this letter as my official two weeks' notice of resignation from ATFD. I appreciate your patience and cooperation in this matter.

I truly hope that no inconvenience is caused by my resignation. If there is anything I can do to help keep that from happening, I am willing to put forth all efforts in my last two weeks. If you would like to discuss any of this with me further, please do not hesitate to contact me by phone at (810)287-7835 or by email at [terry.castor@gm.com] I look forward to hearing from you.

I regret leaving ATFD and fellow Firefighters as I have truly enjoyed my time there. The experience I have earned is invaluable and will continue to serve me well in all of my future endeavors. Although I will miss the work, I look forward to what the future holds for me. I wish everyone at ATFD all the best. Thank you for your understanding.

Yours sincerely,

Lt. Terry P. Castor
ATFD