

November 12, 2014

Peter Flynn, Town Administrator

Town of New Boston

This is to notify you that I am retiring from my position as Bookkeeper with the Town of New Boston.

I will stay through the closing of the 2014 bookkeeping and issuing all necessary paperwork for end of year (W-2s, 1099s). Over the course of the next couple months, it would be a good time for training my replacement and processing at least a month's transactions together.

My final date of employment is January 31, 2015...

After working for the Town for over 26 years, I am ready to enjoy some retirement time!

Sincerely,

Karen Craven