

Dear Chief Conklin,

I am writing to formally resign from my position at the Village of Tuxedo Park Police Department.

I've enjoyed working here and I'm grateful for the opportunities I've had to grow both personally and professionally. However, after careful consideration, I've decided to take a full time position.

Thank you for your understanding and support during this transition. I am more than willing to assist in the handover process to ensure a smooth transition.

Best Regards,  
Emma Sullivan