



## TOWN OF MONTEREY

435 Main Rd. P.O. Box 308  
Monterey, MA 01245

March 12, 2024

Melissa Noe  
243 Hulett Hill Road  
Sheffield, MA 01257  
(413)-854-1991  
noeway243@gmail.com

Dear Melissa,


The Select Board would like to thank you for your 18+ years of dedicated service to the Town of Monterey. There are countless residents and employees who have benefited from your commitment to the Town, and many completed projects that are evidence of your contributions. We wish you well in your future endeavors.

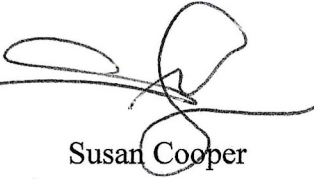
We are in receipt of your 3/9/24 email stating that you consider Friday March 8th to be your "termination date and last day of employment with the town." The Town did not terminate your employment. However, we interpret your email as a letter of resignation, which we accept.


We will ensure that you receive compensation for your earned vacation time, work performed for the week of 3/3/24 - 3/8/24, and any other compensation to which you are legally entitled. Per your request, we will also keep you on the Town's Health Insurance policy until 4/8/24, without further deductions.

Please do not hesitate to reach out with any questions or concerns. Thank you again for all that you have contributed to the Town of Monterey.

Sincerely,

  
Justin Makuc, Chair  
The Monterey Select Board

  
Susan Cooper

  
Frank Abbott