

# Memo

Position Title: Research & Systems Analyst  
Date of Hire: June 19, 2001

**To:** Dr. Lisa Waits  
**From:** Gillian O'Farrell  
**CC:** Human Resources/Jill Rojas  
**Date:** 09/08/04  
**Re:** Resignation

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This memo is to inform you of my intent to resign my full-time position of Research and Systems Analyst, Student Services, effective December 31, 2004, possibly earlier if I am able to get my son from Taiwan.

I am happy to discuss being available to train my successor if that is needed, and wanted.

Thank you so much for all of the opportunities that have been provided to me. I have been able to stretch myself further than I thought possible at Ohlone and look forward to continuing my long-standing relationship with this institution.