

Date of Hire: March 3, 2003  
Position Title: Buyer

December 13, 2004

Ohlone College  
43600 Mission Blvd.  
Fremont, CA 94539

Attention: Marian Castaneda,  
Director of Purchasing, Contract  
Administration and Auxiliary Services,

Dear Marian,

As of today, December 13, 2004, I am submitting my resignation from my position as District Buyer. My actual termination date will be December 31, 2004.

I have sincerely enjoyed working at Ohlone College and will miss everyone very much. I thank you for giving me this opportunity over the past two years and will do everything in my power to make this a smooth transition.

Sincerely,

Kathy Martin,  
District Buyer