

Memorandum



To: Doug Treadway
From: Sarah Zentner
Date: October 31, 2005
Subject: Resignation

It is with genuine regret that I submit my letter of resignation from the position of Assistant to the President at Ohlone College. An unsolicited employment opportunity presented itself recently and, after serious consideration, I have concluded that the potential for career advancement in this new position compels me to leave Ohlone.

I have certainly enjoyed working with you and have the utmost respect for your dedication and leadership. I also regret leaving behind many rewarding relationships with other members of College administration and staff.

Within reason, I can be flexible with regard to the length of notice given, and will make every effort to make my departure as easy as possible.

Kind regards,