

**Financial Aid Office**  
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**Ohlone Community College District**

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July 10, 2006

TO: Deborah Griffin  
CC: Lyle Engeldinger  
CC: Ron Travenick  
DATE: June 13, 2006  
SUBJECT: Notice of Resignation  
FROM: Jimmy Cox, Financial Aid Office

Good Morning Deborah,

I trust that you are doing well today. Per our conversation, as of June 13, 2006, I am giving formal notice of my intent to resign as Student Services Assistant in the Financial Aid Office effective June 29, 2006.

I have accepted a position as an Instructional Support Coordinator for Scholarships and Outreach at another institution in California and look forward to the challenges that await me.

Again, my last day of work will be June 29 2006. I will finish any outstanding projects that I have and as directed by you, will turn over any ongoing projects to whomever you designate.

I am also requesting that a copy of my Human Resources file and records be given to me for my personal file. I am available to pick the file up any time between the date of this letter and my last day of employment.

My experience with Ohlone College has been very instructive and any lessons learned here will be valuable to me in my new position. It has been a joy to work for you and I wish you, the Financial Aid Office, and Ohlone College much success in the future. Thanks so much for your understanding in this matter. Take care and be blessed.

James C. Cox Jr. (Jimmy)  
Student Services Assistant  
Financial Aid Office  
Ohlone College

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