

October 16, 2006

Kimberly Robbie, Registrar  
Ohlone College  
43600 Mission Blvd.  
Fremont, CA 94539

Dear Kimberly,

It is with deep regret that I write this letter of resignation. After many attempts in asking for half-time accommodations for my return to work, I was finally notified officially on October 13, this will not be done. I have also asked for a necessary extension if half-time was not approved. An extension was approved but only until November 1. It would be impossible for me to return to work full-time on November 1 since there will not be a possible full-time toddler opening (my live-in grandchild is only 15 months old) until later in the year.

Thank you for allowing me to work my "fun" job in Admissions and Records and wish you all good luck.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian Gutierrez", with a long, sweeping flourish extending to the right.

Vivian Gutierrez  
Student Services Assistant