

Dear Tina,  
Effective November 15, 2007 I will resign from my case management position at the Tri-Cities One Stop Career Center in Newark. My retirement date will start November 16, 2007.

I have enjoyed my years at the One Stop and valued my experience working with you. I wish you the best in helping job seekers in the WIA program and Ohlone College.

Sincerely,

Gloria Taffee

cc: Human Resources