

Olivia Roston
610 Harding Way West
Galion, Ohio 44833

3/16/23

Jason McBride
Health Commissioner
Galion City Health Department
113 Harding Way East
Galion, Ohio 44833

Dear Mr. McBride:

Please accept this letter as formal notification that I am resigning from my position as Business Services Officer/Vital Statistics Registrar, effective March 31, 2023.

Thank you for the opportunities for professional and personal development that the department has provided me with during the last 10 years. I have enjoyed working for the agency and appreciate the support provided to me during my tenure with the company.

If I can be of any help during this transition, please let me know.

Sincerely,



Olivia Roston