

Andrea Barnes

From: Andrea Barnes
Sent: Tuesday, October 17, 2023 4:39 PM
To: Jessica Bourne
Subject: RE: Letter of Resignation

Jessica,

Thank you for letting me know. We will all miss you and your great personality. I understand that you needed full-time and we do not have that in the budget for you. I will greatly appreciate you helping Jamie learn tomorrow. Are you available to also work on Thursday, October 26th for the whole day or 8-1:00pm? If not, I understand but please let me know as soon as possible. Thank you for your honesty and hard work.

Respectfully,

Andrea Barnes, REHS
Interim Health Commissioner
Director of Environmental Health
Galion City Health Department
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From: Jessica Bourne <jessica.bourne@galionhealth.org>
Sent: Tuesday, October 17, 2023 4:30 PM
To: Andrea Barnes <andrea.barnes@galionhealth.org>
Subject: Letter of Resignation

Good afternoon, Andrea.

I have valued my time here at Galion City Health Department, but after a lot of consideration, I've made the tough decision to resign as part-time medical assistant/front desk for a different position with full time hours which aligns with the schedule of my other responsibilities. My last day will be October 31st, 2023. Over the course of almost

two years, I've enjoyed learning about each area of the department as well as the opportunity of obtaining additional certifications. I greatly appreciate the opportunity to have worked with everyone and I look forward to the great things that Galion City Health Department will accomplish.

Sincerely,

Jessica Bourne, RMA