

DeEtta Shaffer
2182 Newport Ct
Mansfield, OH 44904
740-407-3608

October 6, 2016

Ms. Trish Factor & Board of Health
Galion City Health Department
113 Harding Way East
Galion, OH 44833

Dear Trish & Board of Health:

Per my conversation on Monday October 3, 2016 with Trish, please accept this letter as notice of my resignation from the position as Director of Nursing. My last day of employment will be October 28, 2016.

While I am sorry this did not work out for either of us, this role is one that I cannot fulfill at this time. I will make every attempt to make this transition as smooth as possible.

I wish you and all the Health Department Staff all the best. You can email me anytime at deettashaffer@aol.com or call me at 740-407-3608.

Sincerely,

A handwritten signature in cursive script that reads "DeEtta Shaffer". The ink is dark and the signature is fluid, with a large loop at the end of the last name.

DeEtta Shaffer