

Resignation Letter

Melinda Corwin  
5837 State Route 314  
Fredericktown, Ohio 43019

September 22<sup>nd</sup>  
Galion City Health Department  
Attn: Andrea Barnes and Board Members  
113 Harding Way East  
Galion, Ohio 44833

Dear Ms. Barnes and Board Members,

Please accept this as formal notice of my resignation from the position of Director of Nursing at the Galion City Health Department, effective four (4) weeks from today, making my last day of employment November 3, 2023; however, I will be taking vacation the final two weeks except for October 25<sup>th</sup> & 27<sup>th</sup> and November 3<sup>rd</sup> to help complete the scheduled flu clinics.

A handwritten signature in black ink that reads "Melinda Corwin". The signature is written in a cursive, flowing style.

Sincerely,  
Melinda Corwin