

City of Bayard

P. O. Box 728
800 Central Avenue
Bayard, New Mexico 88023

Phone 575 - 537-3327
Fax 575 - 537-5271
cityofbayard@cityofbayardnm.com

July 20, 2022

Mayor and City Council
City of Bayard
P.O. Box 728
Bayard, NM 88023

Re: Introductory Employment Status for Michelle Holguin

Dear Mayor and City Councilors,

This letter is to inform you that it is being recommended that Michelle Holguin's probation period be extended for an additional 30 days. I have spoken with Ms. Holguin and addressed some issues that I feel needed to be worked on and feel this will help her to gain further knowledge on her job roles and duties. If you have any questions regarding this decision please feel free to contact me.

Respectfully,



Marlena Valenzuela
Deputy Clerk