

May 12, 2025

Dawn,

This letter is to inform you that my last day at the James Kennedy Public Library will be May 31, 2025. I have accepted a new position as a nursing assistant in the medical field. I appreciate the time and opportunity to work at the library, please accept this as my 2-week notice.

Sincerely,

A handwritten signature in cursive script that reads "Carley Hillebrand".

Carley Hillebrand