

**From:** [Cindy Phillips](#)  
**To:** [Chery Pierzina](#)  
**Cc:** [Laura L. Pfeifer](#)  
**Subject:** Retirement resignation  
**Date:** Friday, April 25, 2025 9:07:35 AM

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Chery,

This letter serves as formal notification that I will be retiring from my position as Payroll Clerk/HR Tech. I will be vacationing out and I have offered to work Tuesdays and Wednesdays of payroll weeks to help Finance for a while. I informed Laura on Wednesday, April 23<sup>rd</sup> so my last fulltime day in the office will be Wednesday, May 7<sup>th</sup>, then working the two days of the payroll weeks. With that schedule in mind, I should be able to help through June for sure. That being said, I will still have some FTO to be paid out in July and can give you a more definite date as we get closer.

Please let me know if you need anything else from me.

Thank you,

**Cindy Phillips | Payroll Clerk/Human Resources Technician**

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