

Dear Members of the Council and Mayor Penterman

I am writing to formally tender my resignation from my position as Director of Planning and Community Development at the City of Kaukauna, effective Thursday December 14<sup>th</sup>, 2023.

I have truly appreciated the opportunities for professional and personal growth that I have experienced during my time at the City of Kaukauna. The experiences and skills I have gained here have been invaluable to my career development.

This decision has not been easy, but after careful consideration, I have decided to take a new position closer to home with a better work life balance. I assure you that I am committed to ensuring a smooth transition during my remaining time here.

I want to thank those that supported me. I wish the company continued success in all its future endeavors.

Thank you for your understanding and support.

Sincerely,

Joe Stephenson

A handwritten signature in black ink, appearing to read "Joe Stephenson", with a long, sweeping horizontal line extending from the end of the signature.