

April 26, 2021

Daniel Buchholtz, City Administrator
City of Spring Lake Park
1301 81st Avenue NE
Spring Lake Park, MN 55432

Dear Dan,

Please accept this letter as notice of my resignation from my position of Executive Assistant. My last day of employment will be May 7, 2021.

I have received an offer that is too exciting to decline. Thank you to the City of Spring Lake Park and its employees for the opportunities that have been provided to me during my time with the city.

If I can be of any assistance during this transition, please let me know.

Sincerely,



Jenny Gooden