

*Nancy Kelm
12172 Quinn Street NW
Coon Rapids, MN 55448*

March 20, 2020

Dan Buchholtz, Mayor Bob, City Council

Please accept this letter as notice of my resignation from the position of utility billing clerk. My last day of employment will be May 1, 2020.

To help with the transition, I've organized a binder with thorough instruction for all aspects of the job.

It's been my pleasure to work for the City these past 14plus years and I am thankful for the experience and support. I'm also grateful I've had the opportunity to have worked with such an outstanding group of co-workers. I will truly miss everyone, but I'm excited for my retirement.

Sincerely,

Nancy Kelm
Nancy Kelm

