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HUMAN RESOURCES DIRECTOR
PATRICIA S. MITCHELL

V. I.

MEMO

To: The Honorable Mayor and City Council Members

From: Chief Frederick C. Shelton

Subject: Resignation Letter from an Investigator

Date: February 11, 2019

Dear Mayor Smith and City Council Members:

On February 6, 2019, I received a resignation letter from Kelvin Burdine, effective February 28, 2019. He request to be compensated for any unused vacation leave. I respectfully request you accept this resignation.

Thank you for your assistance in this matter.

FCS/db