

# Memo

**To:** Debra Scocchera, Personnel Manager  
**From:** Galina Chernykh  
**CC:** Jacqueline Greer  
**Date:** 4/13/2018  
**Re:** Resignations

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Please accept this memorandum as a formal request to approve resignation of Librarian I, Donna Pesce effective April 21, 2018. Ms. Pesce's resignation letter attached for your review.

Please accept this memorandum as a formal request to approve resignation of part-time clerk, Mary Chasse effective May 1, 2018. Ms. Chasse's resignation letter attached for your review.

Galina Chernykh,

Library Director.