



Email Subject Line: Resignation - Anna Leonard

Dear Mr. Collins:

My apologies for notifying you by email, however, circumstances are such that I will no longer be able to come into the office. Please accept this email message as notification that I am leaving my position with CDF effective January 1 due to personal reasons.

I appreciate the opportunities I have been given at the company and your professional guidance and support. I wish both you and the company much success in the future.

Please let me know what to expect as far as my accrued personal leave time and my final paycheck.

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

Best regards,

Anna Leonard