

December 12, 2018

Ms. Jenny Torres
Economic Development Manager
City of San Luis
San Luis, Arizona 85349

Dear Ms. Jenny Torres:

I would like to take this opportunity to submit my request to be removed from the San Luis Facility Development Corporation due upcoming resignation/retirement from city employment. I appreciate the opportunity given to serve in this key role and part of this hard working team. I will be traveling out of country for an undetermined period of time; therefore, I feel that I should step aside to allow someone else to be appointed.

My request to be removed from the committee/board, can be effective immediately and/or concurrent with my resignation/retirement date (January 31, 2019), whichever works best.

Sincerely,



Olivia Jenkins
SLFDC Secretary

cc Personnel File
Tadeo A. De La Hoya, City Manager