Julene Marquez

515 W. California St

Blythe CA 92225

November 19, 2014

Dr. Don Wallace and Palo Verde College Board of Trustees

Palo Verde College

One College Drive

Blythe CA 92225

Greetings Dr. Wallace and Board Members,

I would first like to thank you and the Board of Trustees for approving my Food Service Contract. This opportunity has been an amazing experience and one I am very happy to continue. To facilitate our contract I will be hiring a qualified person to manage the Pirate's Den. I look forward to continuing our professional relationship.

This is in regards to my temporary Leave of Absence granted from my position with Palo Verde College as approved at the Board of Trustees meeting November 12, 2013. This letter will serve as my 30 day notice respectfully notifying you that I will be returning to my full-time position as a Financial Aid Technician I or a position equivalent with Palo Verde College effective January 1, 2015.

If you have any questions, please feel free to contact me.

Respectfully,

Julene Marquez

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