



City of North Port
NEIGHBORHOOD DEVELOPMENT SERVICES
Property Standards Division
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MEMORANDUM

TO: Scott Williams, Director, Neighborhood Development Services

FROM: Cindi Bassett, Lien Specialist *CB*

SUBJECT: Resignation

DATE: March 24, 2015

Scott,

Please be advised I am tendering my resignation, effective July 10, 2015. However, my last day will be Thursday, July 2, 2015, I will be requesting vacation time July 6-10th in order to leave at the end of the payroll period.

I want to take this opportunity to thank you for bringing me into your department. My only wish is that I had come down much sooner and am, regrettably, not able to stay longer. I have enjoyed working with you and your staff this past year and learned so much.

As we discussed, I recommend you have Human Resources review this position classification. Hopefully, you will be able to hire someone before I leave so I can assist in their training. The person who takes on this challenge should have some knowledge of the legal issues and the legal system. This position is definitely classified incorrectly.

If you should need any assistance after I leave, please do not hesitate to give me a call. I would be more than happy to come in on a temporary basis to help.

Again, thank you so much it has been a real pleasure.

cc: Carol Kozabo, Property Standards Division Manager
Terry Rodriguez, Benefits Coordinator, Human Resources