



Dear Waste Water Operator

Thank you for advising us early that you would be leaving your position to look for employment closer to home. We recognize that you will be completing your college program and that you will want to work in your chosen profession and where you will be able to work more regular hours. We do want to let you know how much we have appreciated how motivated you are to doing an excellent job. You were always ready to undertake new tasks and the many chemical courses which you voluntarily enrol for help make you a critical staff members.

We will assist you in whatever way we can in making your job transition a successful one. Count on us for a good reference.

H. Hall, Department Manager