

July 22, 2016

Letter of Resignation
(Two-week notice)

Dr. Leslie,

Effective at the close of business on Friday August 5, 2016, I hereby resign from Alamo Colleges. I appreciate the opportunity I was blessed with to serve students, staff, faculty and the San Antonio community.

My last physical day at work will be the close of business Thursday, July 29, 2016; so as to appropriately close out any remaining ACOL/DE research related work. I am requesting (via Web time entry) 40 hours of vacation for the week of August 1-5, 2016.

I respectfully request that all accrued unpaid vacation be paid to me in a separate direct deposit payment within 7 days of the August 5, 2016 date.

I will provide a hardcopy of this document on Monday, July 25, 2016 during the official workday.

Respectfully submitted,

Dr. Craig T. Follins
Special Assistant to the Chancellor for Special Projects

Cc: Stephen Menn