

## Eric Williams

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**From:** Job Reinhardt  
**Sent:** Friday, September 04, 2015 2:00 PM  
**To:** Kimberly Reagan  
**Cc:** Eric Williams  
**Subject:** work notice

I have enjoyed working here in the maintenance department for the last year and almost a half, but I will be going on a trip in October that was not approved by my supervisor. Friday October 2, 2015 will be my final day in the maintenance staff position here at Nova Classical Academy. I at this time am not planning to resume here once I return. Thank you for understanding, and I will work my best with what I have for the next four weeks until I leave.

Sincerely,  
Job Reinhardt