

CITY OF ATLANTA

HOUSING RESOURCES COMMITTEE

Room 1204, City Hall

December 5, 1967



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant

MRS. ANN M. MOSES, Executive Secretary

DAN E. SWEAT, JR., Director of Governmental Liaison

Memorandum To: Mayor Allen

Enclosed is copy of resignation of my secretary, Mrs. Sharon Crawford, Stenographer Clerk, SR 34, effective December 31, 1967.

Recommend that the resignation be accepted in good standing, as of close of business December 31, 1967.

Request that Personnel be asked to furnish a qualified replacement effective December 26, 1967, in order to provide a four day overlap for training purposes before departure of my present secretary.

Malcolm D. Jones
Supervisor of Inspection Services

MDJ/slc

Encl: Resignation

cc: Director of Personnel