

Harry Burgess
4065 Sycamore St.
Los Alamos, NM 87544

January 12, 2021

Los Alamos County Council
1000 Central Avenue, Suite 350
Los Alamos, NM 87544

Dear Council Members,

This letter is intended to serve as notice of my pending retirement.

Per my employment agreement, I am required to provide two months' notice of my intent to terminate my contract. I do note, however, that significantly more time was required to conduct a recruitment process when I was hired, and therefore I am choosing to provide my notice now so that the Council will have adequate time to seek a replacement for the position of County Manager.

I am eligible to retire as of November 17 of this year, and I intend to terminate my contract at that time. Given that the County affords its retiring employees the ability to utilize limited sick leave benefits prior to retirement (Personnel Rules and Regulations, Rule 712), and when combined with my accrued annual leave balance, I anticipate that my last day of work will be May 28, 2021.

It has been a privilege to work for the the County of Los Alamos and I would like to thank the County Council for the opportunity to serve this community for the past ten years. I would like to further express my appreciation to all County Staff for their efforts towards making my tenure as County Manager a success.

Please know that I am prepared to assist as necessary to facilitate the transition to a new individual occupying this position.

Sincerely,

Harry Burgess

