

November 3, 2023

James Caldwell
Chief Fiscal Officer
Department of Transformation & Shared Services
501 Woodlane St., STE 201
Little Rock, AR 72201

Dear James,

I am writing to you today to give my formal notice that I am resigning from my position as Administrative Services Manager at the Department of Transformation & Shared Services. I have accepted a new position with another State agency. My last day of employment with the Department will be November 24th, 2023.

I appreciate the opportunities that have been provided to me during my time at the Department of Transformation & Shared Services – Business Office. It has been a pleasure working with you and all my colleagues over the past year and I am grateful for the knowledge I have received.

Sincerely,



Cassie Cantlon