

January 5, 2015

USCIS
California Service Center
Laguna Niguel, CA 92507

Re: Termination of Employment of Nonimmigrant, H1B Employee
USCIS Tracking No. WAC [REDACTED]

To Whom It may Concern:

This is to notify you that Chattanooga State Community College, the petitioner in the above referenced matter, on this date gave notice of termination of employment to the beneficiary in the same matter. This termination has occurred prior to the expiration of the visa period previously approved by your office. The College has tendered payment for "reasonable costs" for return transportation to the beneficiary's home country.

The relevant information and dates are provided below:

Petitioner – Chattanooga State Community College
Beneficiary – Lisa Haynes
I-129 petition tracking no. - WAC [REDACTED]
Previously approved visa period – 10/15/2013 to 9/30/2016
Notice of termination – 1/5/2015
Effective date of termination – 2/5/2015

Please contact my office if you require any further information. I thank you in advance for your attention to this matter.

Sincerely,



Warren Nichols
Interim President of Chattanooga State Community College and
Vice Chancellor for Community Colleges

Cc: Human Resources

January 5, 2015

Lisa Haynes
Chief Innovations Officer
Chattanooga State Community College

Dear Ms. Haynes:

This is to notify you that your employment at Chattanooga State Community College will terminate effective February 5, 2015. This provides 30 days of notice. You will be paid for this period of time as administrative leave; therefore your last day of reporting to work is today.

You will receive your last check on February 27, 2015 and it will include all accrued, but unused annual leave. The College will pay a reasonable cost for a flight home for you, if you so choose.

All college property, including keys, ID cards, electronic equipment, etc., must be returned to this office prior to receiving your final check. Please take all your personal belongings with you when you leave today. If you are unable to do so, please contact me directly for a mutually agreeable time to pick them up.

From this point forward, you are not to act on any matter on behalf of the College or come to the College without prior written approval from me.

Please contact Human Resources at Chattanooga State with any benefit questions.

The College will shortly notify USCIS that your employment at the College is being terminated. Federal law requires the College to pay the "reasonable cost" for your personal transport back to your home country because your employment is being terminated prior to the expiration of your H1B visa period. Please contact this office to arrange your transport to your home country at College expense.

I wish you the very best in your career endeavors.

Sincerely,



Warren Nichols
Interim President of Chattanooga State Community College and
Vice Chancellor for Community Colleges

Cc: Human Resources

January 5, 2015

Dr. Warren Nichols, Interim President
Chattanooga State Community College
4501 Amnicola Highway
Chattanooga, TN 37406-1097

Dear Dr. Nichols:

This is to inform you that I am retiring effective at the end of the January 9, 2015 work day. I intend on using terminal leave through March 13, 2015.

I have appreciated my years of service at Chattanooga State and the opportunities that I have been afforded.

Sincerely,

A handwritten signature in cursive script that reads "Thomas F. Crum". The signature is written in dark ink and is positioned below the word "Sincerely,".

Thomas F. Crum