CITY OF BETHLEHEM

Department of Community and Economic Development
Interoffice Memo

To: President Reynolds

From: Robert J. Donchez, Mayor

Date: October 5, 2015

Re: Deputy Director of Community and Economic Development Position

---

Please see the attached letter of resignation from Justin Porembo, Deputy Director of Community & Economic Development. Mr. Porembo's last day is Friday, October 9, 2015. It is in the best interest of the city to fill this position as soon as possible. I look forward to sending you a qualified candidate for consideration shortly.

DATE: 10/5/15

Robert J Donchez

Robert J. Donchez, Mayor

September 30, 2015

Director Alicia Karner and Mayor Donchez
10 East Church Street
Bethlehem, PA 18017

Dear Director Karner:

I am resigning from my position as Deputy Director of Community and Economic Development on Friday, October 9, 2015. This resignation letter provides you with time to plan for job coverage or my replacement.

Working at the City of Bethlehem for the past two years was an opportunity that I appreciate. Starting as the Mayor's Chief of Staff, I progressed through the ranks to my current supervisory role and I appreciate the help and support that I had from both of you along the way. I've enjoyed my coworkers and the city provides an excellent work environment for employees.

I have been offered the position of CEO for the Greater Lehigh Valley REALTORS. This is a new job opportunity for me, a job opportunity that I could not pass up on.

I start my new job on **October 13, 2015**.

Between now and then, I'd like to help with the transition of my job and responsibilities to another employee. It is my sincere wish that my leaving does not cause you undue hardship.

You've been a good boss and a good employer. I'll help all that I can until I start my new job. Just let me know what you need me to do.

I wish you nothing but the best. I have been thankful for and happy in my employment capacity with the City of Bethlehem. My memories of the city and my coworkers will be positive.

Regards,

Justin R. Porembo