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Subject: Voluntary Separation Program (VSP)

As you may know, the Budget & Control Board has approved our VSP. All Division Deputies and Office Administrators must choose (or decline) to participate no later than Thursday, September 27.

If you choose to participate, an e-mail to BBR (and copy to me) indicating your intent to participate will be fine.

If you do not wish to participate, please write a short memo to BBR (and copy me) explaining your "business reason" for choosing to "opt-out." If you'd like to discuss what constitutes a valid "business reason" not to participate, please call (896-7759 or 513-5466).

Thanks for your help.