



CITY OF ATLANTA

KASIM REED
MAYOR

OFFICE OF THE MAYOR
55 TRINITY AVENUE, S.W.
SUITE 2400
ATLANTA, GEORGIA 30303
TEL (404) 330-6100

DAN GORDON
CHIEF OPERATING OFFICER

May 20, 2016

Miguel Southwell

Re: Termination of your employment with the City of Atlanta

Dear Miguel:

This letter is to memorialize our telephone conversation earlier today, which was necessary because you were unable to meet at 10:30 this morning.

As discussed, your services are no longer required by the City of Atlanta. You were given the opportunity to submit a resignation in lieu of termination, but declined to resign at this juncture.

Accordingly, please be advised that your employment with the City is terminated effective at the close of business today, May 20, 2016. The courier who delivers this letter to you will also pick up any City property such as cell phones, laptops, identification badges or security passes in your possession.

On behalf of the City of Atlanta, I thank you for your service and wish you the best of luck in your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Gordon".

Dan Gordon, COO

cc: Kristin Wilson, Deputy COO