Layman, Joseph

From: Pennington, Shaun on behalf of CINWD Travel
Sent: Monday, December 17, 2018 5:26 PM
To: Layman, Joseph
Cc: Ruehl, Jason; Nelson, Khary
Subject: Re: Separation from EPA

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Joe,

I've closed out your travel accounts. You may destroy the travel card.

Thank you with your quick help anytime we needed your assistance. It has been great working with you. Wish the best of luck to you.

Shaun Pennington

Thank you!
EPA Travel Team
513-487-2346

From: Layman, Joseph
Sent: Monday, December 17, 2018 4:49 PM
To: CINWD Travel
Subject: Separation from EPA

Hi,

Today I notified my supervisor of my decision to resign/ separate from the EPA effective Dec. 31 (10 working days). Please let me know what the next steps are. I do have a travel card.

Thank you,

Joe Layman
Office of the Chief Financial Officer | Office of Budget
Phone: 202.564.4983
OB Control Team SharePoint Site