



Town of Prescott Valley

Town Management
7501 E. Civic Circle
Prescott Valley
Arizona 86314

May 4, 2011

Mr. Will Briggs

Prescott Valley, AZ 86315

RE: Personnel Board Reposition Appointment

Dear Mr. Briggs:

Per our recent conversation, we currently have an opening on the Personnel Board in the position of a full Citizen Board Member. You have served well in the Alternate Citizen position and the commission's selections advisory group would like to utilize your skills more fully and are please to offer the position of full Citizen Board Member to you.

For the purpose of our records, please indicate your interest below:

I would like to serve on the Personnel Board in a position as a full Citizen Board Member.

I will be able to attend the May 12th Council meeting @ 5:30 pm where I will be appointed.

The following is my current information below:

Mailing address _____

Residence _____

Phone No's: Home _____

SAME AS ABOVE

Work

Cell _____

Email Address _____

Occupation _____

DIRECTOR OF OPERATIONS - HR FOR AIRES, LLC

Comments:

THANK YOU FOR THE APPOINTMENT.

Please return this signed acceptance to me as soon as possible.

Signature

Date

Thank You,

Lea M. Duke

Lea M. Duke

Administrative Assistant

Town Manager & Mayor's Office