

Jan 7, 2022

Michael Long  
California State University Channel Islands  
1 University Dr, Camarillo, CA 93012

Dear Mike Long,

You might be aware that my next semester as a student will be the hardest in terms of material. As such it will be extremely hard for me to provide the same, if not satisfactory, levels of service. This letter is to give you two weeks notice of my official resignation from CSUCI ITS. My final day as an Infrastructure Systems Specialist II will be Jan 21, 2022 .

These last four years have been the most rewarding and valuable experiences that I have had in my young career. The opportunities presented to me, the types of work, and the people I have met here at CSU Channel Islands; all invaluable to my character. I appreciate the time and dedication spent on mentoring and supporting me during my time in IT Infrastructure.

I will continue to provide my very best work to CSU Channel Islands until my last day of employment. If there is anything I can do to help during this transition of time, please let me know.

Sincerely,  
Alessandro Guaresti