



# NH Community Technical College System

26 College Drive, Concord, NH 03301-7407  
TDD Access: Relay NH 1-800-735-2964  
E-mail: system@nhctc.edu

603-271-2722  
1-800-247-3420  
FAX: 603-271-2725

April 7, 2004

Mr. Alvin Coles  
55A Walnut Street  
Rochester, NH 03867

Dear Alvin:

2004-T-008

As you know, at today's Personnel Appeals Board hearing you requested that you be allowed to resign in lieu of discharge. In accordance with Per 1001.08(e) of the Administrative Rules of the NH Division of Personnel, the NH Community Technical College System has accepted your request to resign in lieu of dismissal. Please be advised that your resignation in lieu of dismissal shall be effective December 22, 2003.

As per our agreement, enclosed please find two original letters of reference for your use. If I can of further assistance please feel free to contact me at (603) 271-6300.

Alvin, I wish you all the best in your future endeavors.

Sincerely,

Sara A. Sawyer  
Director of Human Resources

Cc: Personnel File - NHCTC System Office  
Personnel Appeals Board

- Serving All Communities In New Hampshire -

NH Community Technical College at Berlin/Laconia NH Technical Institute, a Community Technical College at Concord  
NH Community Technical College at Manchester/Stratham NH Community Technical College at Nashua/Claremont



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DR. WILLIAM G. SIMONTON  
Commissioner

April 7, 2004

RE: Letter of Reference  
Alvin L. Coles

To Whom It May Concern:

As the Director of Human Resources for the New Hampshire Community Technical College System, I became associated with Mr. Alvin L. Coles during his employment with the New Hampshire Technical Institute, Concord's Community Technical College.

Mr. Coles was employed as a full-time Building and Grounds Utility Person at the New Hampshire Technical Institute from November 10, 2003 to December 22, 2003. As a Building and Grounds Utility Person, Alvin was responsible for performing duties associated with the care, cleaning, and maintenance of the buildings and grounds of the New Hampshire Technical Institute.

As an educational institution, it is imperative that the cleanliness and safety of buildings and grounds be maintained to ensure the health and well being of employees, students, and guests. Alvin performed his assigned custodial and maintenance duties satisfactorily and in keeping with the standards of the college. His attitude toward his work and his cooperation demonstrated a willingness to work as a member of a team and to get the job done.

Sincerely,

Sara A. Sawyer  
Director of Human Resources

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