



The City of Coral Gables

Human Resources Department

2801 SALZEDO STREET - SUITE 200
CORAL GABLES, FLORIDA 33134

March 4, 2014

Ms. Letty Ellis
Community Services Department
City of Coral Gables

Congratulations! To recognize you for being an outstanding City of Coral Gables employee, you have been selected as the Employee of the Month for March 2014.

You will be formally introduced as the Employee of the Month for March at the Commission meeting scheduled for March 11, 2014. Please make arrangements to arrive at the Commission Chambers, located on the second floor of City Hall, by 8:45 a.m. for the presentation.

The Public Affairs office will also be contacting you in order to coordinate filming of your video and obtain pictures. The video will be shown during the Commission meeting, and your picture displayed in City Hall for the duration of the month. Copies of the picture and video will be provided to you as well. If you have not been contacted within the next few days, please call Michael Rocha, Video Production Manager, at extension 5520 in order to set up a convenient time for your photograph and video.

In addition, the Coral Gables Rotary Club will also be honoring you at a luncheon scheduled for Thursday, March 20, 2014 at noon. This luncheon will take place at the Marriott Courtyard, located at 2051 Le Jeune Road, Coral Gables.

Once again, the City of Coral Gables congratulates you on being chosen Employee of the Month for March 2014.

Sincerely,

A handwritten signature in blue ink, reading "Elsa Jaramillo-Velez".

Elsa Jaramillo-Velez
Human Resources Director