

February 24, 2021

Mercy Rushing  
City Manager  
City of Mineola, TX  
300 Greenville Hwy  
Mineola, TX 75773

Dear Mercy,

Please accept this letter as notice of my retirement from the positions of Director of Marketing and Assistant Director of Economic Development for the City of Mineola. My last day as an employee will be March 31, 2021.

After fifty years as a working wife, mother, grandmother and small business owner, with twenty of those years in municipal government, and after much thought and consideration, I find it time to join my husband in the retirement stage of life. On-going care for both our mothers has also played a part in my decision.

Please know that I have enjoyed working for the City of Mineola immensely for the last two and a half years. I have had great satisfaction taking on the challenges that were given to me to build a marketing department for the City and I'm proud of the accomplishment and strides made in the promotion of Mineola.

I intend to make the transition of the marketing department to a new director as seamless as possible and will be available, even after retirement, to answer questions and provide guidance as needed.

I have learned new things, made many friends, and have many memories that will stay with me forever. I will miss working with the great people of Mineola; the City staff, Mayor and Council, boards, citizens and organizations have all enriched my life and I wish you all the very best.

Respectfully submitted,



Lynn Kitchens

Cc: Cindy Karch, Mineola City Secretary