

SUBJECT: REQUEST TO PARTICIPATE IN THE EARLY EXIT INCENTIVE PROGRAM

To: Melissa Macias, Human Resources Manager

I received the memorandum titled ***Notice of Inclusion of Your Position in the VRSD Early Exit Incentive Program – 2021*** and dated May 6, 2021.

I request to participate in the ***Early Exit Incentive Program***. I understand I must also sign and date the ***Voluntary Separation Agreement and Release*** and return these documents by June 21, 2021 to complete my request.

Sign Name Date Signed

Enclosure - ***Voluntary Separation Agreement and Release***