

Ricky A. Plummer
1 Jabez Lane
Biddeford, ME 04005

May 15, 2016

Via Email and U.S. Mail

Larry Mead
OLD ORCHARD BEACH TOWN MANAGER
1 Portland Avenue
Old Orchard Beach, ME
Portland, ME 04101

Re: *Fire Chief Ricky Plummer*

Dear Mr. Mead:

This letter is my official notification to you and to the town of Old Orchard Beach that I have decided to retire from my position as Fire Chief for the town of Old Orchard Beach effective immediately.

I herein request a copy of my personnel file for my records. I have accrued vacation, personal and sick days of leave. Please advise me as soon as practicable the number of days for which I will be paid.

In addition, I look forward to hearing from you with regards to any health benefits, including COBRA, to which I am entitled, as well as any other benefits for which I am eligible.

Sincerely,


Ricky Plummer