

Jason "Jay" Tobin
2748 Wagner Drive
Chaska, MN 55318
21 November 2023

Bill Reynolds
City Administrator
City of Shakopee
485 Gorman Street
Shakopee, MN 55379

Dear Bill,

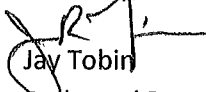
I ask you to please accept this letter as written notice of my resignation from my position as director of Parks and Recreation for the City of Shakopee (following up on the verbal notice I offered you on November 9, 2023). My last day of employment with the City of Shakopee will be Friday, December 1st, 2023.

I have accepted an offer to serve as City Administrator for the City of Corcoran, an opportunity that is far too exciting for me to decline.

It has been a pleasure working with you and the rest of the Shakopee team these past five years. There are so many highlights of my time here which I will forever cherish. I am grateful for wonderful memories made through endless opportunities to grow both professionally and personally.

Thank you so much for the opportunity to serve here in Shakopee, and for all the trust, confidence, and support you have offered me along the way. Our team has been preparing for the transition by identifying and mitigating areas of potential concern. Please let me know any ways I can further help facilitate a smooth transition. The Parks and Recreation Department is a solid group of incredible professionals who will continue to adjust and adapt to meet emerging needs as they continue to serve the Shakopee community well.

Sincerely,


Jay Tobin
Parks and Recreation Director