



Meridian Township
5151 Marsh Road
Okemos, MI 48864

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Township Board:

Scott Hendrickson
Township Supervisor

Angela Demas
Township Clerk

Linda Burghardt
Township Treasurer

Kathy Ann Sundland
Township Trustee

Marna Wilson
Township Trustee

Nickolas Lentz
Township Trustee

Peter Trezise
Township Trustee

Timothy H. Dempsey
Township Manager

January 22, 2026

TO: Angela Guillen

RE: Voluntary Resignation as Deputy Clerk

Dear Angela,

On Thursday, January 15, 2026, it was reported to Human Resources that you contacted the Township to confirm you would be arriving to work later in the morning. Upon entering the Clerk's office area around 11:00am, we were informed that you turned over the set of Township keys that were issued to you in your new role as Deputy Clerk and that you had only said to Clerk's office staff, something to the effect that you, "can't do this". In an attempt to understand what had taken place, the Clerk as well as Human Resources contacted you, and received no return call. I left a voice message on your cell phone at 12:34 pm on Thursday, January 15th requesting a return call but have not heard from you.

To date, neither the Clerk nor I have received any form of follow-up communication from you. For this reason, and pursuant to the Meridian Township Personnel Policy Manual, page 14, bullet two: ***Job Abandonment: Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays will be considered to have abandoned their job and voluntarily quit without notice, effective at the end of their normal shift on the third day. The Supervisor will notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to document the employee's voluntary resignation. Employees who are separated due to job abandonment are ineligible to receive a payout for accrued but unused vacation leave and are ineligible for rehire.***

Your last check, for hours submitted January 12, 13, and 14 will be paid in your paycheck dated Friday, January 23, 2026. Please let me know if you have any questions. Though we are confused by your lack of response, we hope you are alright and wish you well.

Sincerely,

Abigail Tithof
Human Resources Director
Meridian Charter Township