October 19, 2026

Dear Mayor, Members of the City Council, and City Manager,

Please accept this letter as my formal two weeks' notice of resignation from my position as City Treasurer & HR Director with the City of Gladewater.

My time with the City has been a valuable learning experience, both professionally and personally. I am grateful for the opportunities I have been given during my tenure and for the experience I have gained while serving the City of Gladewater and our community.

As most of you know, I have always driven myself to grow both professionally and academically. With that in mind, I am excited to share that I have accepted a higher-paying role that will further advance my career in accounting. At this point in my journey, my primary focus is earning my CPA license and taking purposeful steps toward the long-term milestones, I've worked so hard to reach. While I am eager for what lies ahead, I am genuinely grateful for the invaluable experience and knowledge I have gained during my time with the City.

As I transition from my position, I want to help ensure the City is left in the best possible position. I am willing to assist with the transition of my responsibilities and provide any information necessary regarding the upcoming calendar fiscal year-end duties that will need to be completed in January 2027, as well as preparations for the annual audit that must be completed before and approved by Council in March 2027.

I sincerely wish the City of Gladewater and employees continued success. I appreciate the opportunity I have had to serve the City and our community, and I am thankful for the knowledge, relationships, and experience I will carry with me into the next chapter of my career.

Respectfully,

Meghan Davis
City Treasurer & HR Director