

Joe Helfenberger
11476 Admirals Cove Drive
Jacksonville, Florida 32221
June 26, 2026

Mayor Thomas
Council Member Terry
Council Member Harrell
Council Member Merricks
Council Member Koon
Town of Fort White
118 SW Wilson Springs Road
P.O. Box 129
Fort White, FL 32038

Dear Mayor and Council Members,

Please accept this letter as my formal notice of resignation from my position as Clerk for the Town of Fort White, effective fifteen (15) days from the date of this letter, in accordance with the termination provision contained in my employment agreement.

It has been a privilege to serve the citizens of Fort White since March 23, 2026. During my time with the Town, I have worked diligently to bring my years of experience in municipal government to the position and to improve the Town's operations through sound management practices, accountability, and long-term planning.

After careful consideration, I have concluded that the environment and circumstances surrounding my position no longer allow me to effectively fulfill the responsibilities of the Clerk in the manner I believe is necessary to successfully serve the Town. Because of this, I believe it is in the best interest of both the Town and myself that I step aside.

I appreciate the opportunity to have served the residents of Fort White and wish the Town success as it addresses the challenges and opportunities that lie ahead.

During my remaining fifteen-day notice period, I will continue to perform my duties professionally and will make every effort to ensure a smooth transition of responsibilities.

Thank you for the opportunity to serve.

Respectfully,


Joe Helfenberger