



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF HUMAN RESOURCES**

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2211 FAX (213) 637-0821

**LISA M. GARRETT**  
DIRECTOR OF PERSONNEL

[Date]

Ms. Carol Gomez  
South Coast Air Quality Management District  
21865 Copley Drive  
Diamond Bar, CA 91765

Dear Ms. Gomez:

This letter is to inform you that the Employee Transportation Coordinator (ETC) for the [Site Name] of the Los Angeles County [Department Name], site number [Site Number] has changed.

[New ETC name] became the ETC on [ETC effective date], replacing [Previous ETC name]. [New ETC] [Attended or will attend] ETC training on [Date of ETC Training]. {if ETC already attended the training} Please find attached is the ETC's training certificate.

New ETC's full details are as follows:

[New ETC name]

[Payroll Title]

[Mailing address]

Tel: [Direct Telephone Number]

E-mail: [E-mail Address]

Sincerely,

[Highest Ranking Official signature]

{Highest Ranking Official, Title}

**Acknowledgement:**

\_\_\_\_\_  
Kelly G. Ty, Human Resources Analyst  
LA County ECRP/Rideshare Program

\_\_\_\_\_  
Date