

Daniel Hoffman
HR Department
October 21, 2025

Dalia Assaf
Director of Human Resources
Crownridge and Collins Corp
8821 Brighton Peak Boulevard, Suite 120, Bern, Switzerland

Re: Resignation -- Daniel Hoffman (EMP-0001)

Dear Dalia Assaf,

I am writing to inform you of my decision to resign from my role as Sr Analyst in HR at Crownridge and Collins Corp, effective November 15, 2025.

This decision was driven by career change. I want to thank you and the team for the support and the chance to develop professionally over the past years.

To ensure a smooth handover, I will prepare transition notes, brief my colleagues on outstanding items, and follow the company's standard offboarding steps before my departure.

I am happy to assist however I can during my remaining time.

With appreciation,

Daniel Hoffman
Sr Analyst, HR
Employee ID: EMP-0001