

Gianna Lopez
Marketing Department
August 11, 2025

Mason Miller
Director of Human Resources
Perez and Peterson LLC
2922 Brookstone Road, Suite 150, Beaufort, SC

Re: Resignation -- Gianna Lopez (EMP-0002)

Dear Mason Miller,

I respectfully submit my resignation from the position of Manager in Marketing at Perez and Peterson LLC, with my employment concluding on September 07, 2025.

I have made this decision because of returning to school full-time, and I do so with genuine thanks for the support, mentorship, and opportunities provided to me here.

I am fully committed to a seamless transition and will document my work, assist with cross-training, and complete all standard exit formalities before I leave.

I would be glad to help in any way during my notice period. Thank you again.

Sincerely,

Gianna Lopez
Manager, Marketing
Employee ID: EMP-0002