

Rania Willis  
HR Department  
August 31, 2025

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

**Re: Resignation -- Rania Willis (EMP-0014)**

Dear Mason Miller,

After careful consideration, I have decided to step down from my position as Analyst in the HR department. Please treat this as my formal notice, with a final working day of September 21, 2025.

The reason for my departure is returning to school full-time. I leave with gratitude for the experience and the relationships I have built here.

I will do everything I can to wrap up my responsibilities cleanly -- documenting processes, transferring knowledge, and completing the required exit procedures.

Thank you for your understanding and support.

Respectfully,

Rania Willis  
Analyst, HR  
Employee ID: EMP-0014