

Grace Salameh
Finance Department
April 11, 2025

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

Re: Resignation -- Grace Salameh (EMP-0022)

Dear Mason Miller,

I am writing to inform you of my decision to resign from my role as Coordinator in Finance at Perez and Peterson LLC, effective April 26, 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,

Grace Salameh
Coordinator, Finance
Employee ID: EMP-0022