

Chloe Davis  
Finance Department  
March 08, 2025

Jack Smith  
Director of Human Resources  
Northfield and Peterson Corp  
8160 Ironmark Boulevard, Suite 140, Francistown, Botswana

**Re: Resignation -- Chloe Davis (EMP-0030)**

Dear Jack Smith,

I respectfully submit my resignation from the position of Manager in Finance at Northfield and Peterson Corp, with my employment concluding on March 23, 2025.

I have made this decision because of relocating out of state, 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,

Chloe Davis  
Manager, Finance  
Employee ID: EMP-0030