

Mateo Willis
Finance Department
January 26, 2025

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

Re: Resignation -- Mateo Willis (EMP-0033)

Dear Jack Smith,

After careful consideration, I have decided to step down from my position as Analyst in the Finance department. Please treat this as my formal notice, with a final working day of February 14, 2025.

The reason for my departure is career change. 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,

Mateo Willis
Analyst, Finance
Employee ID: EMP-0033