

Salma Ortiz
Finance Department
January 29, 2025

Daniel Chapman
Director of Human Resources
Windermere and Mitchell Co.
1552 Silverbrook Road, Suite 200, Aveiro, Portugal

Re: Resignation -- Salma Ortiz (EMP-0012)

Dear Daniel Chapman,

After careful consideration, I have decided to step down from my position as Sr Analyst in the Finance department. Please treat this as my formal notice, with a final working day of February 15, 2025.

The reason for my departure is personal/family reasons. 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,

Salma Ortiz
Sr Analyst, Finance
Employee ID: EMP-0012