

Aria Sandoval  
Sales Department  
January 02, 2025

Grace Carter  
Director of Human Resources  
Adams and Johnson Ltd.  
9496 Stonehaven Avenue, Suite 110, Santiago, Chile

**Re: Resignation -- Aria Sandoval (EMP-0008)**

Dear Grace Carter,

This letter serves as formal notification that I am resigning my position as Manager (Sales) at Adams and Johnson Ltd.. My last day will be January 18, 2025.

My reason for leaving is relocating out of state. I sincerely appreciate the opportunities and professional growth I have enjoyed during my tenure.

During my notice period I will focus on an orderly transition: completing open tasks, preparing handover documentation, and meeting the company's clearance requirements.

Please let me know how I can be of help in the coming weeks.

Kind regards,

Aria Sandoval  
Manager, Sales  
Employee ID: EMP-0008