

James Carpenter  
Finance Department  
June 30, 2025

Bilal Rodriguez  
Director of Human Resources  
Summerset and Bailey Group  
3444 Willowbrook Boulevard, Suite 220, Ho Chi Minh City, Vietnam

**Re: Resignation -- James Carpenter (EMP-0029)**

Dear Bilal Rodriguez,

I respectfully submit my resignation from the position of Specialist in Finance at Summerset and Bailey Group, with my employment concluding on July 19, 2025.

I have made this decision because of personal/family reasons, 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,

James Carpenter  
Specialist, Finance  
Employee ID: EMP-0029