

James Ortiz  
Marketing Department  
December 18, 2024

Evelyn Rivera  
Director of Human Resources  
Falconstone and Lee Ltd.  
8279 Brighton Peak Road, Suite 100, Eldon, IA

**Re: Resignation -- James Ortiz (EMP-0024)**

Dear Evelyn Rivera,

I respectfully submit my resignation from the position of Specialist in Marketing at Falconstone and Lee Ltd., with my employment concluding on January 02, 2025.

I have made this decision because of returning to school full-time, 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 Ortiz  
Specialist, Marketing  
Employee ID: EMP-0024