

Sophia Johnson  
Finance Department  
August 19, 2025

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

**Re: Resignation -- Sophia Johnson (EMP-0036)**

Dear Evelyn Rivera,

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 September 11, 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,

Sophia Johnson  
Sr Analyst, Finance  
Employee ID: EMP-0036