

Harper Williams  
Operations Department  
November 21, 2025

Daniel Khalil  
Director of Human Resources  
Khalil and Torres LLC  
7621 Oakmere Road, Suite 300, Dickinson, ND

**Re: Resignation -- Harper Williams (EMP-0007)**

Dear Daniel Khalil,

Please accept this letter as formal notice of my resignation from my position as Manager in the Operations department at Khalil and Torres LLC. My last day of employment will be December 12, 2025.

My decision is for the following reason: accepted a position at another company. This was not an easy choice, and I am grateful for the opportunities for growth I have been given during my time here.

I am committed to making this transition as smooth as possible. Over the coming weeks I will document my open work, help cross-train colleagues, and complete the standard exit and clearance procedures.

Please let me know how I can help during the notice period. Thank you again for your support.

Sincerely,

Harper Williams  
Manager, Operations  
Employee ID: EMP-0007