

William Youssef
Legal Department
August 14, 2025

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

Re: Resignation -- William Youssef (EMP-0032)

Dear Daniel Khalil,

This letter serves as formal notification that I am resigning my position as Analyst (Legal) at Khalil and Torres LLC. My last day will be September 10, 2025.

My reason for leaving is personal/family reasons. 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,

William Youssef
Analyst, Legal
Employee ID: EMP-0032