

Mateo Matthews

HR Department

June 23, 2025

Elijah Sanchez

Director of Human Resources

Copperleaf and Castillo Co.

6233 Willowbrook Street, Suite 140, McCall, ID

Re: Resignation -- Mateo Matthews (EMP-0011)

Dear Elijah Sanchez,

After careful consideration, I have decided to step down from my position as Coordinator in the HR department. Please treat this as my formal notice, with a final working day of July 07, 2025.

The reason for my departure is returning to school full-time. 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,

Mateo Matthews

Coordinator, HR

Employee ID: EMP-0011