

Liam Allen
Marketing Department
November 29, 2025

Elijah Sanchez
Director of Human Resources
Copperleaf and Castillo Co.
6233 Willowbrook Street, Suite 140, McCall, ID

Re: Resignation -- Liam Allen (EMP-0018)

Dear Elijah Sanchez,

I respectfully submit my resignation from the position of Analyst in Marketing at Copperleaf and Castillo Co., with my employment concluding on December 23, 2025.

I have made this decision because of accepted a position at another company, 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,

Liam Allen
Analyst, Marketing
Employee ID: EMP-0018