

Jack Youssef  
Legal Department  
September 24, 2025

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

**Re: Resignation -- Jack Youssef (EMP-0019)**

Dear Elijah Sanchez,

Please accept this letter as formal notice of my resignation from my position as Analyst in the Legal department at Copperleaf and Castillo Co.. My last day of employment will be October 22, 2025.

My decision is for the following reason: personal/family reasons. 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,

Jack Youssef  
Analyst, Legal  
Employee ID: EMP-0019