

Theodore Wheeler
Sales Department
July 07, 2025

Henry Wilson
Director of Human Resources
Oakridge and Castillo Corp
6342 Crownridge Road, Suite 120, Sayre, PA

Re: Resignation -- Theodore Wheeler (EMP-0010)

Dear Henry Wilson,

I respectfully submit my resignation from the position of Coordinator in Sales at Oakridge and Castillo Corp, with my employment concluding on July 25, 2025.

I have made this decision because of personal/family reasons, 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,

Theodore Wheeler
Coordinator, Sales
Employee ID: EMP-0010