

Owen Torres  
Sales Department  
October 30, 2025

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

**Re: Resignation -- Owen Torres (EMP-0026)**

Dear Henry Wilson,

I am writing to inform you of my decision to resign from my role as Analyst in Sales at Oakridge and Castillo Corp, effective November 17, 2025.

This decision was driven by personal/family reasons. I want to thank you and the team for the support and the chance to develop professionally over the past years.

To ensure a smooth handover, I will prepare transition notes, brief my colleagues on outstanding items, and follow the company's standard offboarding steps before my departure.

I am happy to assist however I can during my remaining time.

With appreciation,

Owen Torres  
Analyst, Sales  
Employee ID: EMP-0026