

Fadi Rios  
Finance Department  
May 22, 2025

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

**Re: Resignation -- Fadi Rios (EMP-0028)**

Dear Henry Wilson,

This letter serves as formal notification that I am resigning my position as Coordinator (Finance) at Oakridge and Castillo Corp. My last day will be June 18, 2025.

My reason for leaving is personal/family reasons. I sincerely appreciate the opportunities and professional growth I have enjoyed during my tenure.

During my notice period I will focus on an orderly transition: completing open tasks, preparing handover documentation, and meeting the company's clearance requirements.

Please let me know how I can be of help in the coming weeks.

Kind regards,

Fadi Rios  
Coordinator, Finance  
Employee ID: EMP-0028