

Grace Moore
Finance Department
December 25, 2024

Rania Johnston
Director of Human Resources
Fairmont and Gomez Ltd.
9197 Highpoint Street, Suite 150, Nantes, France

Re: Resignation -- Grace Moore (EMP-0031)

Dear Rania Johnston,

This letter serves as formal notification that I am resigning my position as Sr Analyst (Finance) at Fairmont and Gomez Ltd.. My last day will be January 17, 2025.

My reason for leaving is returning to school full-time. 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,

Grace Moore
Sr Analyst, Finance
Employee ID: EMP-0031