

Daniel Williams
Legal Department
December 05, 2025

Alexander Reynolds
Director of Human Resources
Chapman and Lewis Inc.
3986 Evercrest Street, Suite 150, Kampala, Uganda

Re: Resignation -- Daniel Williams (EMP-0021)

Dear Alexander Reynolds,

I am writing to inform you of my decision to resign from my role as Specialist in Legal at Chapman and Lewis Inc., effective December 24, 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,

Daniel Williams
Specialist, Legal
Employee ID: EMP-0021