

Emma Lawrence
Finance Department
July 09, 2025

Luca Ortega
Director of Human Resources
Lopez and Thomas Ltd.
5002 Northfield Boulevard, Suite 400, Zurich, Switzerland

Re: Resignation -- Emma Lawrence (EMP-0035)

Dear Luca Ortega,

I am writing to inform you of my decision to resign from my role as Sr Analyst in Finance at Lopez and Thomas Ltd., effective August 01, 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,

Emma Lawrence
Sr Analyst, Finance
Employee ID: EMP-0035