

Luna Youssef
HR Department
August 19, 2025

Olivia Campbell
Director of Human Resources
Novara and Walker Group
2732 Summerset Avenue, Suite 310, Cambridge, MD

Re: Resignation -- Luna Youssef (EMP-0001)

Dear Olivia Campbell,

Please accept this letter as formal notice of my resignation from my position as Coordinator in the HR department at Novara and Walker Group. My last day of employment will be September 16, 2025.

My decision is for the following reason: returning to school full-time. This was not an easy choice, and I am grateful for the opportunities for growth I have been given during my time here.

I am committed to making this transition as smooth as possible. Over the coming weeks I will document my open work, help cross-train colleagues, and complete the standard exit and clearance procedures.

Please let me know how I can help during the notice period. Thank you again for your support.

Sincerely,

Luna Youssef
Coordinator, HR
Employee ID: EMP-0001