

Alexander Burke
IT Department
December 27, 2024

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

Re: Resignation -- Alexander Burke (EMP-0005)

Dear Olivia Campbell,

I respectfully submit my resignation from the position of Manager in IT at Novara and Walker Group, with my employment concluding on January 17, 2025.

I have made this decision because of accepted a position at another company, and I do so with genuine thanks for the support, mentorship, and opportunities provided to me here.

I am fully committed to a seamless transition and will document my work, assist with cross-training, and complete all standard exit formalities before I leave.

I would be glad to help in any way during my notice period. Thank you again.

Sincerely,

Alexander Burke
Manager, IT
Employee ID: EMP-0005