

Lucas Chapman
Sales Department
January 28, 2025

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

Re: Resignation -- Lucas Chapman (EMP-0015)

Dear Olivia Campbell,

Please accept this letter as formal notice of my resignation from my position as Analyst in the Sales department at Novara and Walker Group. My last day of employment will be February 17, 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,

Lucas Chapman
Analyst, Sales
Employee ID: EMP-0015