

Aria Rodriguez
Sales Department
September 23, 2025

Dalia Brown
Director of Human Resources
Fairmont and Roberts Ltd.
4705 Clearwater Street, Suite 210, Lexington, MO

Re: Resignation -- Aria Rodriguez (EMP-0007)

Dear Dalia Brown,

This letter serves as formal notification that I am resigning my position as Coordinator (Sales) at Fairmont and Roberts Ltd.. My last day will be October 19, 2025.

My reason for leaving is career change. I sincerely appreciate the opportunities and professional growth I have enjoyed during my tenure.

During my notice period I will focus on an orderly transition: completing open tasks, preparing handover documentation, and meeting the company's clearance requirements.

Please let me know how I can be of help in the coming weeks.

Kind regards,

Aria Rodriguez
Coordinator, Sales
Employee ID: EMP-0007