

Henry Chapman
Operations Department
March 22, 2025

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

Re: Resignation -- Henry Chapman (EMP-0024)

Dear Dalia Brown,

After careful consideration, I have decided to step down from my position as Specialist in the Operations department. Please treat this as my formal notice, with a final working day of April 14, 2025.

The reason for my departure is personal/family reasons. I leave with gratitude for the experience and the relationships I have built here.

I will do everything I can to wrap up my responsibilities cleanly -- documenting processes, transferring knowledge, and completing the required exit procedures.

Thank you for your understanding and support.

Respectfully,

Henry Chapman
Specialist, Operations
Employee ID: EMP-0024