

Scarlett Anderson
Operations Department
May 21, 2025

Sebastian Matthews
Director of Human Resources
Summerset and Morris LLC
6824 Clearwater Street, Suite 400, Sedona, AZ

Re: Resignation -- Scarlett Anderson (EMP-0014)

Dear Sebastian Matthews,

Please accept this letter as formal notice of my resignation from my position as Manager in the Operations department at Summerset and Morris LLC. My last day of employment will be June 11, 2025.

My decision is for the following reason: relocating out of state. 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,

Scarlett Anderson
Manager, Operations
Employee ID: EMP-0014