

Isabella Taylor
IT Department
December 30, 2024

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

Re: Resignation -- Isabella Taylor (EMP-0033)

Dear Sebastian Matthews,

I am writing to inform you of my decision to resign from my role as Coordinator in IT at Summerset and Morris LLC, effective January 22, 2025.

This decision was driven by accepted a position at another company. I want to thank you and the team for the support and the chance to develop professionally over the past years.

To ensure a smooth handover, I will prepare transition notes, brief my colleagues on outstanding items, and follow the company's standard offboarding steps before my departure.

I am happy to assist however I can during my remaining time.

With appreciation,

Isabella Taylor
Coordinator, IT
Employee ID: EMP-0033