

Khalid Boulos
Sales Department
August 09, 2025

Luca Carpenter
Director of Human Resources
Delgado and Castillo Ltd.
8910 Northstar Street, Suite 310, Breaux Bridge, LA

Re: Resignation -- Khalid Boulos (EMP-0031)

Dear Luca Carpenter,

I am writing to inform you of my decision to resign from my role as Coordinator in Sales at Delgado and Castillo Ltd., effective September 03, 2025.

This decision was driven by career change. 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,

Khalid Boulos
Coordinator, Sales
Employee ID: EMP-0031