

Khalid Youssef
Marketing Department
February 28, 2025

Jack Jackson
Director of Human Resources
Baker and Lewis Co.
4677 Oakmere Avenue, Suite 300, Hudson, WI

Re: Resignation -- Khalid Youssef (EMP-0009)

Dear Jack Jackson,

This letter serves as formal notification that I am resigning my position as Manager (Marketing) at Baker and Lewis Co.. My last day will be March 28, 2025.

My reason for leaving is personal/family reasons. 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,

Khalid Youssef
Manager, Marketing
Employee ID: EMP-0009