

Victoria Baker
Marketing Department
November 18, 2025

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

Re: Resignation -- Victoria Baker (EMP-0010)

Dear Jack Jackson,

Please accept this letter as formal notice of my resignation from my position as Coordinator in the Marketing department at Baker and Lewis Co.. My last day of employment will be December 11, 2025.

My decision is for the following reason: returning to school full-time. 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,

Victoria Baker
Coordinator, Marketing
Employee ID: EMP-0010