

Ethan Burke
Finance Department
December 20, 2024

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

Re: Resignation -- Ethan Burke (EMP-0018)

Dear Jack Jackson,

This letter serves as formal notification that I am resigning my position as Sr Analyst (Finance) at Baker and Lewis Co.. My last day will be January 15, 2025.

My reason for leaving is career change. 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,

Ethan Burke
Sr Analyst, Finance
Employee ID: EMP-0018