3617 Lansbury Rd.

Louisville, KN 2108

December 8, 2021

Ms. Regina Arbogast

Senior Sales Director

Weyland-Yutani Corporation

1764 Ripley St.

Washington, DC 6472

Dear Ms. Arbogast,

Please accept this letter as notice that I will be resigning from my post as Regional Sales Manager here at Weyland-Yutani. My last day will be on December 22, two weeks from today.

I want to take this opportunity to say how grateful I am for my time here, and deeply appreciate the support I received over the course of the last 8 years. The working environment you provide here at this company nurtures growth and expansion, as well as a deep focus on results and comradery, I will miss working under you and with the team.

Please let me know if there is anything I can do to help during this transition to make it as smooth as possible. I wish you the best in all future endeavors.

Sincerely yours,

Damaris Cruz