

January 29, 2024

Dear Kate Caballero,

Please accept this letter as my notice of formal resignation effective January 30, 2024. I sincerely apologize for the abrupt timing of this announcement. However, due to my mom's health condition, I have decided to resign to take good care and spend more time with her since she's old and sickly. I appreciate the opportunity and have enjoyed working with you over the last 4 years and 7 months. The support and personal development you've provided have helped my career immensely.

I apologize for putting you in such a position where you will need to hire someone on an immediate basis which I realize will not be easy. I wish the company continued success and thank you for understanding and patience with me during this time.

Respectfully yours,



Rona Tiro