

Milla Chataway

Junior Architect

To

Anthony Ramos

Summit Design Studio

May 5, 2024

Dear Mr. Ramos,

I am writing to tender my resignation from my position as a Junior Architect at Summit Design Studio, effective two weeks from today's date. After careful reflection and consideration, I have made the decision to pursue new avenues for professional growth and personal development.

My time at Summit Design Studio has been marked by stimulating challenges, collaborative endeavors, and significant professional milestones. I am immensely grateful for the opportunity to have contributed to the firm's esteemed portfolio of projects and to have collaborated with such talented and dedicated colleagues.

For the next two weeks, I am fully committed to ensuring a seamless transition for ongoing projects and responsibilities. I am available to provide support, guidance, and knowledge transfer to facilitate the transition process effectively.

Thank you for your understanding and support during this transitional period. I am profoundly appreciative of the experiences and relationships cultivated at Summit Design Studio and look forward to maintaining connections within the industry.

Warm regards,

Milla Chataway