

Date-7/1/2021

To,

The Managing Director through director education
Metro College of Health Sciences & Research.

Respected madam

I regret to inform you that I would like to tender my resignation as principal (Pharmacy). I am hereby giving one month prior notice to leave MCHSR. I made this decision not because unhappy with the opportunities you have presented but a strategic carrier move.

Its being pleasure working with and representing the college. I wish you and MCHSR continued success. If there is anything, I can do in adding a smooth transition of responsibilities. Please let me know.

Yours Sincerely

S. Lalwani
7/1/2021
Dr. Surendra Lalwani

Principal (Pharmacy)

Accepted for
further needful
actions / formality
at the HR and
+10 desk.
[Signature]
Dr. Hemant
17/1/2021