

Date: 01-06-2022

To
The Chairman
Urmila Devi Pharmacy College
Barasamaspur, Jalesar, Etah, U.P

Subj.: Resignation from the post of Principal

Dear Sir/Madam,

I hereby tender my resignation from the position of Principal in pharmacy department of the college to be effective from 01-06-2022. Please note I am resigning because of my personal reasons.

I will complete all the handing over formalities in the next 15 days' notice period. Kind request to please accept my resignation and relieve me from my duties. A relieving letter may please be issued on the expiry of the notice period.

I sincerely thank you for giving me an opportunity to work for this esteemed organisation. Thank you for your support and guidance throughout my tenure here. I believe the experience I have gained during my tenure will serve me well as I progress in my career.

I kindly request that an experience certificate be issued to me for the period of my work here.

I wish the organisation and its entire staff continued success and growth in the future.

Yours faithfully,



Shiv Prakash Rajput