

To,

The Director sir/mam
Sai Hospital and Institute of Pharmacy
Sahajour, Rebertsgermy Sombhadra O.P.

Subject - Resignation letter.

30/06/2021

Respected sir/mam,

This is to inform you that I want to
resign from the position of lecturer in your
Institute.

I am resigning because of my personal reason
I will complete all the handovers and
formalities within 15 days

Please accept my resignation and kindly
relieve me on 14/07/2021

I request you to do the relieving
formalities as soon as possible for which
I will be highly obliged.

Yours faithfully,
Yogesh Kumar Sharma,
Lecturer

Yogesh
30/06/2021