

Date - 19- Oct - 2023

To,

Dean/Head of department.

Future Institute of Pharmacy (FIP)

Future group of Institutions,  
Baselilly.

Subject :- Resignation from the post of Assistant Professor

Dear Sir,

I hereby tender my resignation from the position of Assistant professor in FIP, effective from 14 Aug 2023. Please note that I am resigning for personal reasons.

I will complete all the handing-over formalities with in the notice period. Kindly accept my resignation & relieve me from my duties. A relieving letter may be issued on the expiration of the notice period.

I sincerely thank you for giving me the opportunity to work for this esteemed organization.

I kindly request that an experience certificate be issued to me for the period of my work here (14/08/23 to 19/10/23).

Yours faithfully

Mohd. Arif

Assistant Professor

~~Mohd. Arif~~

sign:- Forwarded to  
Dean Sir

HOD Director

13/10/23