

To,

The Manager

Avadh College of Pharmacy

Nindoora, Barabanki

Sub.- Notice period cum Resignation

Respected Sir,

Please accept this letter as a formal resignation from the role of Lecturer at your prestigious organisation. I will continue to serve my notice period from hereon & my final day will be- 15/08/2023.

I want to thank you for giving me this opportunity. Working here has been extremely rewarding. I have learned a multitude of things & I'm grateful for all the experiences that have given me a chance to grow professionally. It has been an absolute pleasure to work with the team.

During the next notice period week, I would like to help with the transition of my duties to my colleagues or to my replacement. Please let me know if there's anything I can do to assist in this process.

Thank you once again, I wish you & your Organisation all the very best for the future.

Regards

Akanksha pandey

Lecturer