

# Resignation letter

From,

Name - Jan mohammad.  
- Head of department.  
- BV GOP Bikaner.  
Date - 10<sup>th</sup> December-2020.

To, The Director

Subject:- Resignation letter.

Respected sir:- with so much sadness I am writing you this letter, I would like to tender my resignation from my position as head of department.

I have enjoyed working with this Institute.

I would like my resignation to be effective 10/12/2020. the Institute has served as my second family.

Thank you so much for the things that you have done for me.

I am looking forward to your most favorable response on this matter. please provide me my experience certificates and Relieving letter.

Thanking you.

Best regards  
Name - Jan mohd.  
Position - (H.O.D).  
Date - 19/04/24.