|  |  |  |  |
| --- | --- | --- | --- |
| **Employee Name** | **Saba Nazir** | **CNIC No.** | **17201-0946165-8** |
| **Designation** | **UCPO** | **District/Tehsil** | Peshawar |
| **UC** | **Hayatabad2** | **Last Working Date: 08/08/2020** |
| **Contact Number** | **0335-9026484** |  |

**TO: HR Department-CTC**

**Subject:**

|  |
| --- |
| **Dear Sir/Madam,**I am submitting this to formally announce my resignation from my position as UCPO at UC Hayatabad2.As my wedding ceremony is fixed in next month and i am relocating to nowshera.I am serving one month prior notice for resignation so my last working day will be 08/08/2020.I very much appreciate the time I have spent working here along with all the knowledge and experience I have gained along the way. I am sure that in near future whenever i will back it would be tremendous for me to join your team back.Thank you again for the opportunities you have given me.Do not hesitate to be in touch if you have any queries/concerns.**Regards,****Signature:\_\_\_\_\_\_\_saba nazir\_\_\_\_\_****Date:\_\_\_\_\_\_08/07/2020\_\_\_\_\_\_\_\_\_\_\_** |