

## Application tasks

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# Re: [EXT] Re: Resignation Letter

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**Subject:Re: [EXT] Re: Resignation Letter**

From [Dilbar](#)

To [hareem@ctc.org.pk](mailto:hareem@ctc.org.pk)

Cc [Najeeb ULLAH](#) , [Furqan ALI](#) , [Shumila AKBAR](#)

Date 2020-12-22 09:50

## Message Body

Dear Madam,

I am grateful to you for accepting my request to issue experience letter to me.

I want to request you to please reconsider the decision to stop my salary as my sister's wedding is planned after two weeks and I am already under great financial stress. This will lead to postponement of the wedding which will be a great shock for all the family.

I have already resumed my duties and I understand that my notice period is one month but due to special circumstances, I request you to reduce this notice period to 12 days. Please be assured that I will do all I can to assist in the smooth transfer of my responsibilities before leaving.

I hope that you will be kind enough to consider my request and approve it.

**Best Regards,**

---

**Dilbar Khan**

UCPO

Chip Training & Consulting Pvt Ltd.

Mob: 0321-5541980

Linkdine: [pk.linkedin.com/in/dilbarkhan](https://pk.linkedin.com/in/dilbarkhan)

On Monday, 21 December 2020, 08:14:27 am GMT-8, ALI, Furqan <fuali@who.int> wrote:

Fyi

----- Forwarded message -----

From: hareem@ctc.org.pk

Date: 21 Dec 2020 16:08

Subject: [EXT] Re: Resignation Letter

To: Dilbar <bayparobaal@yahoo.com>

Cc: "ULLAH, Najeeb" <nullah@who.int>,"AKBAR, Shumila" <akbars@who.int>,"ALI, Furqan" <fuali@who.int>,"ayesha.naeem@ctc.org.pk"

Dear Dilbar,

Reference to your resignation, it is to inform you that as per policy 01 month notice period from the date of submitting resignation is mandatory. As you have served only 12 days notice periods therefor you shall not be paid salary for the month of December 2020 However company shall issue experience certificate.

Regards,

Hareem Naz

Project Officer

On 2020-12-21 03:19, Dilbar wrote:

> Dear Sir/Madam,

>

> With reference to my resignation dated 18-12-2020, I have been  
> informed that resignation cannot be submitted during leaves. As you  
> know that I was on leave till 31-12-2020, I request you to kindly  
> cancel my leave. I will join my duty tomorrow on 22-12-2020.

>

> It is requested to kindly accept my resignation with 31-12-2020 as my  
> last day at work and issue me experience letter and salary for the  
> current month.

>  
> Thank you for your support and understanding.  
>  
> \_\_  
> \_Best Regards,\_  
> \_\_\_\_\_  
> DILBAR KHAN  
> \_UCPO\_  
> \_Chip Training & Consulting Pvt Ltd.\_  
> Mob: 0321-5541980  
> Linkdine:pk.linkedin.com/in/dilbarkhan [1]  
>  
> ----- Forwarded message -----  
> FROM: Dilbar <bayparobaal@yahoo.com>  
> TO: Najeeb ULLAH <>nullah@who.int>  
> SENT: Friday, 18 December 2020, 03:00:43 am GMT-8  
> SUBJECT: Resignation Letter  
>  
> \_Dear Sir,\_  
>  
> \_As per our telephonic conversation yesterday, I submit that I need to  
> resign from my position here as UCPO. \_  
>  
> \_I am offered the job of Project Management and after much  
> consideration, I have now decided to accept this job. I feel it is  
> time for a new challenge. Although the higher salary was one factor in  
> my decision, I will also have a greater opportunity to use my degree  
> in MBA Project Management.\_  
>  
> \_It has been a wonderful experience working for WHO. I feel privileged  
> to have been part of such a professional team and will miss all my  
> colleagues.\_  
>  
> \_Thank you very much.\_  
>  
> \_\_  
> \_Best Regards,\_  
> \_\_\_\_\_  
> DILBAR KHAN  
> \_UCPO\_  
> \_Chip Training & Consulting Pvt Ltd.\_  
> Mob: 0321-5541980  
> Linkdine:pk.linkedin.com/in/dilbarkhan  
>  
>  
>  
> Links:  
> -----  
> [1] <https://pk.linkedin.com/in/dilbarkhan>

