To,

 The HR Manager,

 Chip Training and Consultants

 Islamabad Pakistan.

Subject: Resigning letter for the position of UCPO

Respected Sir/ Madam,

 It is stated that I am Faiza Tayyab working as UCPO in UC 39, Wahga Town Lahore. This letter is to officially inform you that I am resigning from the position of Union Council Polio Officer in Chip Training and Consultants, effective from Feb 16, 2021. It has been a great experience working with you and the entire team at Chip Training and Consultants. Thank you for always been supportive and encouraging. I have enjoyed my working experience here, and I am grateful for the opportunities you have given me in pursuing my professional growth objectives. Kindly accept my resign.

I am very Thankful to you

Yours Sincerely,

Faiza Tayyab

CNIC: 3520241514586

Dated: 16-02-2021