To,

 The Regional Coordinator-Sindh,

 CHIP Training & Consulting (Pvt.) Ltd. (CTC)

**Subject: ONE MONTH ADVANCE NOTICE FOR RESIGNATION FROM THE POST OF UNION COUNCIL POLIO OFFICER UC BUKERA SHARIF, TALUKA & DISTRICT TANDO ALLAHYAR**

R/Sir,

 It is submitted that the undersigned has been serving as Union Council Polio Officer at UC Bukera Sharif Taluka & District Tando Allahyar, but now due to some personal reasons, the undersigned is unable to continue his services at above post. Hence, as per terms and conditions mentioned in the contract letter of the undersigned, this one month advance notice is hereby submitted for resigning from the above mentioned post w.e.f 7th December 2019.

 You are therefore requested that at my advance notice period may kindly be assumed from 7th December 2019 to 31st December 2019 and my resignation may kindly be put in effect on 31st December 2019.

 The period of my service with your organization was very rewarding journey which gave me a chance of learning from seniors in a very professional environment.

 Thanking you anticipation.

 Yours sincerely

 **SHAMAN LAL S/O CHATOON**

 **UC Polio Officer,**

 **Chip Traning & Consulting (Pvt.) Ltd.**

 **UC Bukera Sharif,Taluka T.Allahyar,**

 **District Tando Allahyar**