Dear Mr. Waqar ul Hassan,

It is for your information that as per SOPs, 01 month prior notice has to be submitted before resignation.

If you failed to submit prior notice your resignation will not be accepted and your contract will be closed, also you will not get the salary of the said month.

If you have any question, Feel free to contact us.

Regards,

Awais Khan

HR Officer

CHIP Training & Consulting (Pvt) Ltd.

Plot 1, Street 9,  G-8/2, Islamabad, Pakistan.

Tel: [+92-51-111-111-920](tel:+92%2051%20111%20111%20920), Cell: Cell:0340-8442573

**From:** NAZEER, Qaesar <[nazeerq@who.int](mailto:nazeerq@who.int)>   
**Sent:** Tuesday, September 7, 2021 8:47 AM  
**To:** [awais@ctc.org.pk](mailto:awais@ctc.org.pk)  
**Cc:** 'Naila Nizam' <[naila@ctc.org.pk](mailto:naila@ctc.org.pk)>; QASIM, Areej <[qasimar@who.int](mailto:qasimar@who.int)>; [wickymalik61@gmail.com](mailto:wickymalik61@gmail.com); FAROOQ, Zainab <[farooqz@who.int](mailto:farooqz@who.int)>; EHSAN, Aamir <[ehsanam@who.int](mailto:ehsanam@who.int)>  
**Subject:** FW: [EXT] Fwd: One Month Resignation Notice Letter from job.

Dear Awais

One of our UCPO has submitted email for immediate resignation on personal reasons.

Please do the needful and would also request to appoint the new one as our Polio Campaign is under preparations which is starting from 20th September 2021.

**From:** Q NAZEER <[drqaesar@gmail.com](mailto:drqaesar@gmail.com)>   
**Sent:** Tuesday, September 7, 2021 8:35 AM  
**To:** NAZEER, Qaesar <[nazeerq@who.int](mailto:nazeerq@who.int)>  
**Subject:** [EXT] Fwd: One Month Resignation Notice Letter from job.

Regards

***DR QAESAR NAZEER***

***+92-333-8561888***

---------- Forwarded message ---------  
From: **Wicky malik** <[wickymalik61@gmail.com](mailto:wickymalik61@gmail.com)>  
Date: Mon, Sep 6, 2021 at 7:30 PM  
Subject: One Month Resignation Notice Letter from job.  
To: <[akhalid@who.int](mailto:akhalid@who.int)>  
Cc: <[areej.who@gmail.com](mailto:areej.who@gmail.com)>, <[drqaesar@gmail.com](mailto:drqaesar@gmail.com)>

Respected Ma'am,

Asslam o Alikum, Hope you are doing well.          I have been working Under your supervision as Union Council Polio officer in UC 143 Nishter Town. I have been Resigned from my All Duties from 6th September 2021 due to some personal Reasons.

I have gained Extensive experience and Knowledge Under your supervision.The Support and Guidance accorded to me by Everyone Especially by you was exceptional and I thank you most heartily.

Have a good time with you.Remember me in your prayers.

Best Regards:

Waqar ul Hassan

UCPO 143

Nishter Town