



# Resignation Letter

Monday, 28 November 2022

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Shell Petrol Pump  
Umer Farooq  
Safety Warden

Dear Mr./Mrs,

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I am writing this letter to inform you that I am tendering my resignation from the position of safety warden. My resignation is effective from 28 November, 2022.

It was not an easy decision for me; it took a lot of self-introspection and deliberation to take this call. I concluded that I need to move on to greater professional challenges.

I will be forever grateful for your guidance. I have grown professionally under your mentorship. I take this opportunity to thank you for all you have done for me.

I will ensure that the transition and knowledge transfer will happen seamlessly.

Regards,  
Umer Farooq



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THANK YOU

Peoples colony x block  
Gujranwala