

Mr. Shahid Ali,
Chip Training Consultants,
Peshawar.

Subject: Letter of Resignation

Dear Sir,

It is to state that I am planning to move with my family to Rawalpindi next month. Due to certain unavoidable circumstances, I am unable to submit a one month prior notice. However, I am writing this letter to serve as a resignation letter with advance notice of three weeks with effect from 27th January 2020 and my last working day will be 15th February 2020.

You are therefore requested to look into the matter and consider it on a compassionate basis. I will be much obliged for your consideration.

Sincerely Yours

Poonam Kaur
UCPO UC Baricham
District Mardan

