To,

The HR Management

(Chip Training Consultant)

District West.

**Subject: Resignation Letter (Due to Marriage)**

Respected Sir,

I am writing to officially notify about my resignation from the position of (UCPO UC 1) on which I have been working with sincerity and dignity since (01-06-2018).

By the grace of Allah Almighty, undersigned is going to marry in next month and will also settle in UK. therefore, I will have to leave this dynamic organization. You are requested to Please accept my resignation with a notice period that will be ended on March 10, 2020.

I really appreciate and enjoy the opportunities which were provided to me while my stay in the organization. During my tenure I am well versed about the professionalism. I am really obliged for such a golden chance you provided to me.

I am sure that in near future whenever I’ll back it would be tremendous for me to join your team back. The entire squad is doing great job and I wish good luck to the team.

I pray for the prosperity and betterment of this organization in all existing and future endeavors.

Sincerely,

Name: Mehak Naz

(Ucpo UC 1 Mominabad)

District West

Orangi town

Karachi

Contact No: 0333-3389433