

Resignation Letter

Mr. MUHAMMAD IRFAN

42-C Military Account Colony,
Infantry Road Dharampura Lahore.
Email: Irfangujjar035@gmail.com

20/10/2021

Dildar Hussain

SD-Communications
Office # 104, Al-Hafeez Heights, Ghalib Road Gulberg III Lahore, Pakistan.

Dear HR:

Please accept this letter as my formal notice of resignation from SD-Communications, effective 20/10/2021, three weeks from 08/11/2021. The associations I've made during my employment here will truly be memorable for years to come.

I hope a three-week notice is sufficient for you to find a replacement for me. If I can help to train my replacement or tie up any loose ends, please let me know.
Thank you very much for the opportunity to work here.

Sincerely,

Acceptance by **Dildar Hussain**_____