6 August 2020

To

The Managing Director

CSL Software Resources LTD

House: 53, Road: 7, Sector: 4, Uttara

**Subject: Application for Resignation from Service**

**Attention: Assistant Manager- HR**

Dear Sir

I am so much happy to be a member of CSL Software Resources Limited and grateful to you all for allowing me to start my carrier here and update me in this professional arena. I have rendered my all-out effort to serve the company and I hope you will appreciate my effort.  
  
It is of great regret that I cannot continue my service with CSL Software Resources Limited as Trainee Software Engineer due to my physical illness and some important long term family assignments. Therefore, I submit my resignation from service **with effect from Thursday 20 August 2020.**  
Please note that I am still on probation period. I wish all the best for the company and its gradual growth in future. I am very much thankful to you all for supporting me to work here in CSL. I am sure that what I gained here will assist me to enrich my future life. I will be happy and feel proud to join CSL again if situation permits.  
  
Thank you very much for your understanding. Please let me know if there is anything that I can do to make the transition smoother by **Thursday 20 August 2020**. I request you to clear my all due payment and experience certificate by that date and I will hand over all office belongings, those are with me, as per mutually agreed arrangement. Thank you all again.

Yours Sincerely

Mashphey Bintey Kabir

Trainee Software Engineer

Software Engineering Department