Date: 01-02-2021

To,

Md Miranur Rahman

Chief Operating Officer

RESPONSE Ltd.

**Subject: Resignation Letter**

Dear Sir,

With due respectfully, I would like to inform you that I joined as a Retail Sales Officer (RSO) in your company on 02.01.2021.

But now I want to resign from the position effective from 31.01.2021 because of personal problem.

Therefore, I am requesting you to accept my resignation letter and provide me the necessary papers for clearance.

Best Regards

Signature:

Name: Shamim Hossain

Cell No: 01919400368

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