**Head of Department**

**Chandigarh University**

**Gharuan, Mohali**

**10/28/2010**

Respected Sir,

I wish to inform you that I do not want to attend my last semester. I applied for internship in and got selected for the role of .

I will be joining the company from 12 December. I have also attached my joining letter with this application.

Please grant me NO OBJECTION CERTIFICATE, I would be very grateful to you.

Address: ,

**Thanking You**

**Yours obediently**

**Ms. Mary Smith**