

## Resignation Letter

**Balakumar Raghu**

8/13 Chidambaranar Street  
Vanuvampet  
Madipakkam  
Saidapet, Kancheepuram 600091

**5th July 2024**

**[Managing Director]**

Jeevan Care Diagnostic Centre  
No. 41 Sakthi Nagar Main Road  
Adambakkam  
Chennai 600091

Dear **[Managing Director]**,

I am writing to formally resign from my position as a **Lab Technician** at Jeevan Care Diagnostic Centre, effective **31st August 2024**. I joined the company on **14th October 2020** and have thoroughly enjoyed my time here. I appreciate the opportunities for **growth** and **development** provided to me during my tenure.

I have made this decision after careful consideration and believe it is the right step for my **career progression**. I am grateful for the **support** and **guidance** I have received from you and the rest of the team throughout my employment.

As per company policy, I kindly request an **experience certificate** and copies of my last three months' **payslips** to be provided to me before my departure. Please let me know the process for obtaining these documents, and I will ensure all necessary steps are taken to facilitate a smooth transition.

Thank you once again for the opportunities and experiences provided to me during my time at Jeevan Care Diagnostic Centre. I wish the company continued **success** in the future.

Sincerely,  
**Balakumar Raghu**

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