

BALAKUMAR Raghu

8/13 Chidambaranar Street

Vanuvampet

Madipakkam

Saidapet Kancheepuram 600091

[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 ***31-08-2024***. I joined the company on ***14-10-2020*** 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