1st/8/2016

To

The Dean

JSW School of Law

Taba, Thimphu

Subject: Requesting for resignation from my position

Respected Dasho,

I have been accepted for Erasmus Mundus scholarship under Fusion Project for my Postgraduate Studies to University of Ruse, Bulgaria on 25th Feb 2016. I did not expect that I will be given this opportunity. However, I would like to pursue this postgraduate course. I understand that in order to do so, I will need to resign my position as an Asst.ICT officer at the JSW School of Law.

I am very grateful for opportunity to have worked as an Intern and Asst.ICT officer at JSW School of Law; I have never yearnt anything more than to provide my services at paramount level, including both ICT and social services to this honorable institution.

With all my heart, I thank staffs of JSW School of Law for your kindness and being my backbone to achieve professional excellence. I hope my sincerest and heartfelt plea to achieve academic excellence for further sustaining professional skills to serve JSW School of Law profoundly can be considered

As such, I would be very grateful if Dasho could kindly consider the same.

Thanking You

Yours sincerely,

Chimi Wangmo

Assistant ICT officer

JSW School of Law

Taba, Thimphu

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Cc:

1. Head of Administration and HR, JSW School of Law, Taba, Thimphu