Date:

To

**The Principal**

Sylhet Women’s medical College

Sylhet

**Subject: Application for considering promotion as Associate Professor, community medicine**

**Through: Proper channel**

Sir,

With due respect and humble submission I would like to state that I, Dr. Tanzil Sajjad have joined in your institution in 01.01.2013 in the department of Community Medicine as senior Lecturer and then on 01.11.2015 promoted as Assistant Professor .I have submitted 3 article in the journal of SWMC (1 original and 2 review articles) there are accepted for publication. Hence, I have full filled the criteria for seeking the post of Associate Professor.

I, therefore hope that you would be kind enough to pass necessary orders for considering my promotion as an Associate Professor in the next upcoming promotional board and oblige thereby.

Sincerely your

**Name: Dr. Tanzil Sajjad**

Designation: Assistant Professor

Dept. of Community Medicine

Sylhet Women’s Medical College