

16 June 2022

Honorable Vice-Chancellor  
Islamic University of Technology (IUT)  
Board Bazar, Gazipur-1704

Through: Head, Department of Computer Science and Engineering  
Islamic University of Technology (IUT).

Subject: **Application for Renewal of Service and Annual Increment**

Dear Sir,

I, Md. Nazmul Haque started working in the Department of Computer Science and Engineering(CSE) on 1 July 2021 as a lecturer (Ref. No. PER/61.108-VIII). The provisionary period of my contract lasts for one year and that is coming to an end. During my tenure, I have been entrusted with different responsibilities in the Department/ University and performed those duties with the entire satisfaction of my superiors. Besides these, I continued my skill development activities while being in the position of a lecturer. Sir, I have also attached my self-assessment form for your perusal. It would be an honor if you kindly grant me a renewal of my tenure along with an annual increment to serve the University under your dynamic leadership and guidance.

I, therefore, request and hope that you would be kind enough to renew my service granting me an annual increment and oblige me thereby.

Sincerely Yours,

Md. Nazmul Haque  
Lecturer  
Department of CSE, IUT

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**Head, CSE Department, IUT**

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**Honorable Vice-Chancellor, IUT**