Date: 22nd November,2020

To

Md Mizanur Rahman

Chief Operating Officer

RESPONSE Ltd.

Subject: **Resignation Letter**

Dear Sir,

With due respectfully, I would like to inform you that I joined as a Retail Sales Officer (RSO) in your company on 14.08.2020.

But now I want to resign from the position effective from 30.11.2020 because of personal problem.

Therefore, I am requesting you to accept my resignation letter and provide me the necessary papers

for clearance.

Best Regards

**Md. Abdullah**

Signature:

Cell No: 01722078511

Employee ID: RRAJ0701