Date: 16th September 2021

To,

Director,

Master Control Facility, Hassan.

Through proper channel.

**Subject: Regarding relieving from organization.**

Respected Sir,

I, Karuna rai [MH00686] would like to inform you that I will no longer be able to continue working with Master Control Facility due to certain family reasons. I have been distracted lately in my work due to engagements in my family as my father is suffering from a chronic illness. I would be required with him from now on as I want to spend my days taking care of him.

I would like to thank you for giving me this opportunity to work for such a great organization that has looked after me so well. My employment with Master Control Facility has been a great opportunity to learn.

Please accept this letter as formal notification that I am resigning from this organization. I would be grateful if I could be released before 16th October 2021 with formal experience letter with no due. Please do the needful.

Thanks & regards,

Karuna rai,

[MH00686]