

Date: ____ / ____ / 20____

To
The Managing Director & CEO
Samorita Hospital Limited
89/1, Panthapath, Dhaka-1215

Subject: Application for release from duties and responsibilities

Dear Sir,

With due respect, I would like to state that I am a regular employee of your organization. Due to personal reasons, I am no longer able to continue my job responsibilities from ____ / ____ / 20 ____.

Therefore, I kindly request you to accept my application and grant me formal release from my duties and responsibilities. I would be grateful for your cooperation.

Sincerely,

Full Name:

Designation:

Department:

Employee ID:

Contact Number: