

Date: 11 November 2025

To
Head of Human Resource Department
Samorita Hospital Limited
Panthalpath, Dhaka-1215

Subject: Resignation Letter

Dear Madam,

With due respect, I would like to submit my resignation from the position of Senior Staff Nurse at Samorita Hospital Limited.

Due to personal reasons and future career commitments, I am unable to continue my services. Therefore, I humbly request you to kindly waive the notice period and arrange my early release considering the situation.

I truly appreciate the support, learning, and opportunities provided to me during my tenure at Samorita Hospital Limited.

I will ensure proper handover of my responsibilities and complete all formalities required for smooth transition.

I would be grateful if you could arrange my release letter, and final settlement.

Thank you for your support and understanding.

Warm regards,

Most. Fatema Zannat

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