

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: