Dt: 1st September 2022.

To

The Managing Director,

Telangana State Co-Operative Apex Bank Ltd.,

Troop Bazar,

Hyderabad.

Respected Sir,

|  |  |
| --- | --- |
| Sub: | Wish to go on **Voluntary retirement** from service – Submission – Reg. |

I M. Gouri Shankar, Employee code 233, presently working as Staff Assistant at Head Office Branch. I have completed \_\_\_\_\_ years of service in the Bank. Now my health and body is not cooperating to discharge my duties effectively and also due to personal reasons I wish to take voluntary retirement from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Hence, I request you to accept my request for voluntary retirement and settle my terminal benefits after completing due formalities.

My service particulars are given below :--

1. Date of Birth :

2. Date of Entry into Service : 1972

3. Date of Permanent into Service : 16.07.1982

4. Normal Date of Superannuation :

Thanking you sir,

Yours Faithfully,

(M GOURI SHANKAR,

EMP CODE: 233,

STAFF ASSISTANT)