

To

The President

[Through the Teacher in-charge]

Swarnamoyee Jogendranath Mahavidyalaya

P.O- Amdabad, P.S-Nandigram, Dist-Purba Medinipur

Pin-721650

Sub:-Resigning from post of Guest Lecturer (~~SAOT~~)

Respected Sir,

Please accept my letter as a notice that I am resigning from my post as a <sup>G.L</sup>~~SAOT~~. My last day of employment will be 20/01/2020.

After much consideration, I have decided to resign. I am happy to inform you that I have accepted a position in another school. It has been a great pleasure working under you. I learnt a lot working under you and the administration has been very supportive.

If you have any question or require more information. You can reach me by phone or by mail.

Thank you for your time

Date- 20.01.2020.

Vill. - Udhakhali

P.O. - Hasia

P.S. - Khejuri

Dist - Purba Medinipur

Pin - 721430.

Ph. NO - 9647133359.

Your faithfully

Rita Das.

(RITA DAS)