

Date:

Deputy Registrar
P. G. Admissions
Savitribai Phule Pune University
Ganeshkhind, Pune 411007

Subject: Resignation from SPPU Postdoctoral Fellowship (SPPU-PDF)

Dear Sir/Madam:

I *NAME* joined the *DEPARTMENT_NAME*, *_ADDRESS* under the mentorship of Dr/Prof. *MENTOR_NAME* on *MONTH DATE, YEAR*. Please find below details regarding my fellowship for your reference.

1. SPPU-PDF Application number :
2. SPPU-PDF award letter number with date :
3. Total time spent (in months) as PDF :

In view of *REASON_FOR_RESIGNATION*, I wish to resign from the said post with effect from **MONTH DATE, YEAR. (e.g. March 02, 2019)** Kindly accept my resignation and relieve me from my duties. Furthermore, I declare that books/equipment/chemicals etc. procured from my SPPU-PDF contingency grant, have been submitted to the department/college.

Thanking you,

Yours sincerely,

NAME (SPPU Fellow)

The Fellow and the Mentor will arrange to send the Final report of work done within 15 days from the date of resignation to the Dy. Registrar. The report will also be uploaded on the SPPUPDF website.

Signature
Name
Date
(Mentor)

Signature
Name
Date
(Head of Dept./Principle)