



TRAINEE RESIGNATION LETTER

Date:

From:

Trainee Name: _____

Trainee Address: _____

Trainee Telephone No: _____

Training Location: _____

Department: _____ Training Supervisor: _____

Telephone No: _____

To:

Name of Field Placement Officer: _____

Regional Office: _____
Ministry of Science Technology & Tertiary Education
On-The-Job Training Programme

Dear Sir/Madame:

With this letter, I hereby submit my resignation from the On-The- Job Training Programme **effective**
_____ **(dd/mm/yyyy)**.

Thank you for the opportunity to train with the OJT Programme and I wish you good luck and continued success with the Programme.

Sincerely,

OJT Trainee