

Haseeb Arshad
Pco street bharakhu islamabad
03109229774
Date: 18/08/2025

To
The Director
Pakistan Meteorological Department
H-8/2, Islamabad, Pakistan

Subject: Resignation from Internship Position

Respected Sir,

I hope this message finds you well. I am writing to formally resign from my internship position at the Pakistan Meteorological Department, Islamabad, effective Last Working Day,. 18th August 2025.

I am truly grateful for the opportunity to intern at such a prestigious institution. The experience has been invaluable in enhancing my professional skills and understanding of meteorological practices. I appreciate the guidance and support provided by the entire team during my tenure.

Due to join in other company, I am unable to continue with the internship. I assure you of my continued respect for the department and hope to remain connected in the future.

Thank you once again for the opportunity.

Sincerely,

Haseeb Arshad
[Internship IT Department]

To,
The Director/Concerned Authority
Pakistan Meteorological Department (PMD)
Islamabad

Date: 8/18/2025

Subject: Resignation from Internship Position

Respected Sir/Madam,

I respectfully submit my resignation from my position as **Intern (Network and System Engineer)** at the IT-Unit, PMD, due to my admission confirmation this month and some domestic issues. Unfortunately, I will not be able to continue my responsibilities further.

I am sincerely grateful for the valuable experience and professional learning opportunities provided to me during my internship at PMD. In this regard, I kindly request you to issue me an **Experience Certificate** for the period of my internship, which will greatly support my academic and professional career ahead.

Thank you for your guidance and support during my time here.

Yours faithfully,
Sadiq Awan
Intern
IT-Unit, PMD

