

Date:

To,

Deputy Secretary (BSR)  
University Grants Commission  
Bahadur Shah Zafar Marg  
New Delhi 110 002

**Subject:** Resignation from UGC- Dr. D. S. Kothari Postdoctoral Fellowship

Dear Sir/Madam:

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

1. DSKPDF Application number :
2. UGC award letter number with date :
3. Selection list number :
4. Total time spent (in months) :

*REASON\_FOR\_RESIGNATION*. In view of this, I am willing to resign from the said post with effect from **MONTH DATE, YEAR**. (e.g. **March 02, 2015**) Kindly accept my resignation and relieve me from my duties.

Thanking you,

Yours sincerely,

**NAME (DSK Fellow)**

The Fellow/Mentor/Department/University will arrange to upload/send the Final concluding report along with statements of accounts, within 15 days from the date of resignation.

Signature  
Name  
Date  
**(Mentor)**

Signature  
Name  
Date  
**(Head of Deptt.)**

Signature  
Name  
Date  
**(Registrar/Director)**  
**Seal of University/Institution**