

To
The Chairperson,
Hooghly District Primary School Council

Through the Proper Channel

Sub: Unwilling to apply for the Post of HEAD TEACHER

Madam,

With due honour & respect , I ,would like to state that in reference to your notification as per Memo No 1295/DPSC, Hooghly Dated 12.9.2023 & Memo no 1355/DPSC, Hooghly Dated 15.9.2023 for appointment to the post of Head Teacher of Primary School, I am unwilling to apply for the post of HEAD TEACHER of Primary School, due to _____ (Reason). My Bio-Data are furnished below.

Name & Designation :-

Name of the Present School :-

Name of the Present Circle :-

Date of Birth :-

Date of 1st Joining in this District :-

Date of Joining (at Present Post at Present School) :-

Address (applicant) :-

Education Qualification (with year) :- (Mentioned all educational qualification)

Professional Qualification (with year) :-

Caste :-

Medium of Instruction (School) :-

Contact No. :-

Therefore, I would request you not to consider my name for inclusion in HT Panel for this year. I being of sound mind & body, do hereby declare this.

Thanking you,

Date:-

Place :-

Your faithfully,

Signature :-

Full Name (Capital) :-

Designation :-