

Submission Date by Employee: _____

Received Date by HR: _____

Resource Integration Centre (RIC) RESIGNATION LETTER

(Use for Resignation)

To: The Director/Concerned Authority
Resource Integration Centre (RIC)
House # 88/A, Road # 7/A, Dhanmondi R/A, Dhaka-1209

Through: Concerned Supervisor/Branch/Area/Zone/Project/Focal Person

Subject: Resignation Letter

Dear Sir/Madam,

I would like to resign from the service with effect from _____

Emp. Code # _____ Name of Employee: _____ Designation: _____

Name of Department: Microfinance/ _____ Name of Project: _____

Date of joining: _____ Length of service: _____ **Confirmed** **Probation**
Year-Month-Days

Cause of resignation: _____ Total days from date of submission of
resignation letter to effective date _____

I do hereby give my consent that if I fail to serve notice as per the organizational policy during my resignation from the position, I shall pay one month's salary in lieu of notice pay or will authorize the organization to adjust the same from my final payment. I am also giving assurance that, if any financial irregularities or discrepancies are identified even after my separation for which I am liable but not settled during my final settlement, I will take full responsibility for those, subject to proof. If I deny taking responsibility in this situation, any action can be taken against me by the organization as per the prevailing laws of the country.

Please accept my Resignation.

Signature of Employee with Seal: _____ Mobile Number: _____ / _____

Responsible Person
Branch/Direct Supervisor

Responsible Person Area/Project

Responsible Person
Zone/Project

HR & Admin Department

Focal Person of Project/Department

Recommended by Head of Department-Central Office

Signature of the Approver