

Submission Date by Employee: _____

Received Date: _____

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 _____

Cause of resignation: _____

Date of joining the organization _____ Total length of service in the organization (RIC)

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 HRIS

Employee Code # Mobile Number:

Name of Employee: _____ Designation: _____

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

Name of Branch: _____ Name of Area: _____ Name of Zone: _____

Name of Working Place Project: _____ Name of other Location: Central/ _____

Please accept my Resignation. **Signature of Employee with Seal:** _____

Responsible Person
Branch/Direct Supervisor

Responsible Person Area/Project

Responsible Person
Zone/Project

Focal Person/Heade of
Department-Central

Received by HR (Signature & Seal)

Recommended by Central Office

Signature of the Approver