

June 3, 2018

The Managing Director & CEO
NRB Commercial Bank Limited
Head Office, Dhaka

Mr. Faruqy, MOP, Dh.
Mr. Nazimullah, OFF, PS
SMM
03/06

Through Proper Channel i.e. The Head of Branch, NRB Commercial Bank Limited, Bhulta Branch, Dhaka

Subject: Resignation from service of the bank

Dear Sir,

It is being brought in the notice of your kind concern I, Sorwar Hussain, Trainee Junior Officer, hereby render my resignation from the service of the bank as such I am not in a convenient position to continue the service in your esteemed organization. It may have under your well concern that I have been involved in this organization since July 2, 2017.

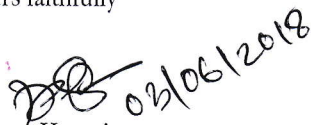
Since I do not have enough time to furnish One month notice required for tendering resignation from the services as provided under the rules of the Bank, I am enclosing herewith a Payment Order No. 0263735 dated 03/06/2018 of NRBC Bank Limited, Bhulta Branch for Tk.10,000.00/- (Taka Ten Thousand) only equivalent to my one month BASIC salary in lieu of one month advance notice.

At the time when I am leaving this esteemed organization which has given me sustenance for long years and for whose growth and expansion I tried heart and soul to contribute my might, I recall with a deep sense of gratitude for the love, sympathy and co-operation which I received from my colleagues both senior and junior of NRBC Bank Limited. This will remain alive in my memory forever and will inspire me in all works in my days ahead.

Please accept the letter as my formal resignation from NRB Commercial Bank Limited as well as discontinuation from the service which will be immediate effective from June 03, 2018. I would like to make a humble request to take your serious consideration to release my admissible service benefits (if any) after adjustment of all the dues lying with the bank.

With best regards

Yours faithfully


Sorwar Hussain
Trainee Junior Officer
Employee ID# 20170702023



Ref: NRBCBank/Bhulta/2018/187

June 3, 2018

The Vice President &
Head of Human Resource Division
NRB Commercial Bank Limited
Head Office
114, Motijheel, C/A
Dhaka-1000

Dear Sir,

Subject : Resignation of Sorwar Hussain, Trainee Junior Officer.

Reference may kindly be made on the captioned subject.

In this Connection, we would like to inform you that, Mr. Sorwar Hussain Trainee Junior Officer (cash) of our Branch has tendered resignation from the services of our bank(Copy enclosed) on 03, June 2018.

We forward herewith the resignation letter as tendered by Mr. Sorwar Hussain, Trainee Junior Officer (cash) of our Bhulta Branch to your end for your kind necessary action.

With best regards



Md. Tareq
Principal Officer &
Head of Branch

Enclosure: As Started Above



এনআরবি কমার্শিয়াল ব্যাংক লিমিটেড
Payable at any Branch in Bangladesh

Date 03/06/2018

This Portion to be detached by the payee before presentation.
Messrs. NRB Commercial Bank Ltd.

We beg to enclose our Payment Order for Taka 10,000.00

on Account of Sonar Hussain

This Payment Order must be presented through a bank. If presented at this branch for cash, proper identification will be required.

Authorized Signature



এনআরবি কমার্শিয়াল ব্যাংক লিমিটেড

BHULTA BRANCH

Payment Order

260670225

PO No. 0263735

Date 03/06/2018

D D M M Y Y Y Y

NOT OVER TAKA = 10,000.00 ONLY

Pay To NRB Commercial Bank Ltd.

The Sum of Taka TEN THOUSAND ONLY

NRBC BANK

PO/MC No. 902010303060101

0263735 260670225 2010303060101 19

Authorized Signature

For NRB Commercial Bank Limited

Authorized Signature AS-17

Tk. 10,000.00

Or-Order

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