

Confidential

August 31, 2025

Mr. Md. Maruf Billah (Employee ID 8688)
MIS Specialist
Program Planning, Impact and Quality Unit
CARE Bangladesh Dhaka Office

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Subject: **Acceptance of Resignation**

Dear Mr. Billah,

This refers to your **resignation dated on August 12, 2025** regarding your Resignation from the services of CARE Bangladesh.

We would like to inform you that your Resignation Letter has been accepted, and your Resignation will be considered effective from **September 16, 2025**.

Accordingly, you will be released from your work at the **close of business of September 15, 2025** subject to a Clearance Certificate being issued to you by the concerned projects/departments to the effect that you do not owe to CARE Bangladesh any outstanding money and /or liabilities thereof.

Attached please find an **Exit Questionnaire** which you are requested to fill up as appropriate and send the same in either hard copy in a sealed envelope or in soft copy directly to **any** of the following staff, as per your choice:

- Coordinator-Compensation & Benefits, People & Culture Department
- Deputy Country Director-Program & Program Support, CARE Bangladesh
- Country Director, CARE Bangladesh

Your prompt submission of the Exit Questionnaire shall expedite the processing of your final dues.

You are also requested to submit the following to facilitate your quick clearance from the service:

Your PAR	To Finance
Your Identity Card, Lanyard, Official SIM and Mobile phone (if any) and Keys	To Administration
APAA Form (Complete MYR if service period covers July – Dec; complete EYR if service period covers Jan 15 – June 30)	To your Line Manager
Health Insurance Cards for yourself and your family (if you have received these)	To P&C, CARE Bangladesh Dhaka Office
Turnover Form	To your Hiring Team / Line Manager
Laptop (if applicable) and any other project asset	To IT Manager/ Office Manager
Handover Note	To Line Manager
MEAL related documents to be handed over 5 days before last day of service	To Lead-Program Monitoring & Evaluation

Please note that as per agreed revised Turnover process, Form and official assets must be handed over to the designated person in your Hiring Team or your Line Manager, who will then circulate the Turnover Form to other departments.

We take this opportunity to wish you well and success in all your future endeavors.

Yours sincerely,



Poul Robin
Coordinator-Compensation & Benefits
People & Culture Department
CARE Bangladesh

Copy: Senior Director-Finance, Grants and Awards