



## Re: Resignation Notice

**From** orchid@nexusnetro.com <orchid@nexusnetro.com>

**Date** Wed 1/14/2026 2:26 PM

**To** kazi@nexusnetro.com <kazi@nexusnetro.com>

**Cc** Md. Rasell <rasel@nexusnetro.com>

Dear Kazi Bhai,

I am writing to give you a quick update on my earlier message.

Due to an unforeseen family emergency, I respectfully request that **14 January (today)** be considered my final working day, rather than 15 January as previously mentioned. My grandmother has fallen seriously ill and is currently hospitalized, which requires me to travel to my hometown tonight to be with my family.

In light of this, I request permission to leave the office early today, around **6:00 PM**, to complete packing and make necessary travel arrangements.

I would also like to confirm that I have already completed a full handover of my duties and responsibilities to **Nipu** to ensure continuity of work.

I sincerely apologize for the urgency and appreciate your understanding and support during this time.

**Best regards,**

**Orchid Chakma**

Senior Executive (Business Development)

**NEXUS Netro Limited**

+880 1788526452



**NEXUS**  
NETRO LIMITED  
Committed to Quality



---

**From:** orchid@nexusnetro.com <orchid@nexusnetro.com>

**Sent:** Monday, January 5, 2026 4:57 PM

**To:** kazi@nexusnetro.com <kazi@nexusnetro.com>

**Cc:** Md. Rasell <rasel@nexusnetro.com>

**Subject:** Resignation Notice

Dear Kazi Bhai,

I hope you are doing well.

I am writing to formally submit my resignation from my position at the company, requesting that **15 January be considered** my last working day.

I want to share that I received my visa approval today. This outcome was unexpected, as the application was granted under an appeal decision following a previous refusal last year. I had not discussed it earlier because the matter was uncertain at the time. The approval has now been confirmed, and I need to prepare for departure on **9 February**.

Given the limited timeframe, I will need to return to my hometown shortly to complete essential pre-departure formalities, including necessary arrangements and shopping for my upcoming journey, and to spend time with my family before leaving the country. For this reason, I sincerely apologize for the short notice and any inconvenience it may cause. I hope you will understand that this situation is due to circumstances beyond my anticipation or control.

I express my sincere appreciation for the opportunity to be part of this organization. My experience here has been professionally rewarding, and I am grateful for the trust, guidance, and support extended to me by the Board and leadership team. I value the relationships built during my tenure and hope to remain connected on a professional level in the future.

I will ensure a smooth, responsible handover of my duties within the available time to maintain continuity.

Thank you for your understanding and cooperation.

**Best regards,**

**Orchid Chakma**

Senior Executive (Business Development)

**NEXUS Netro Limited**

📞 +880 1788526452



**NEXUS**  
NETRO LIMITED  
Committed to Quality

