

October 19, 2023

**Mr. Ayush Pradhan****Supervisor****EID: 2624****Digital Banking Department****Ref: Acceptance of Resignation**

Dear Mr. Pradhan,

The Bank confirms the acceptance of your resignation with effect from the closing of working hours of Kartik 22, 2080 (November 8, 2023). Please contact Human Resource Department after the above mentioned date to complete the necessary formalities.

**You will be required to:**

1. Handover all your official responsibilities and the Bank's property that you have in your possession as per **Clause No. 112** of Employee Bylaws and **Clause No. 58** of the Financial Bylaws to your concerned Branch/Department.
2. Change the scheme of your Staff Account and return your Cheque Book to Customer Service Department, Head Office.
3. Handover the Bank's Identity Card to Human Resource Department.
4. Clear all your receivables/ payables from Finance Department.

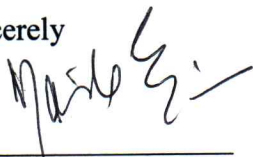
Please also be reminded that you are obliged under the terms of employment to maintain the confidentiality of all information which you have come across in the course of your employment with the Bank.

You are requested to fill the Exit Questionnaire as your response and feedback will be valuable for improvement of the system and will be highly appreciated.

**Release Letter** shall be issued only after the completion of above mentioned formalities.

Thank you for your service to the Bank.

Sincerely



Manisha Karn

Head – Human Resource Department

**CC:**

1. Digital Banking Department
2. General Service Department
3. IT Department
4. Finance Department
5. Treasury Department