



**CITY UNION BANK
ADMINISTRATIVE OFFICE
"NARAYANA"
24 B, GANDHI NAGAR
KUMBAKONAM - 612 001.**

Ph:0435-2402322

E-mail: hrmd@cityunionbank.in

Fax: 2431746

A.O/RESIACC//E-12054/2023-24

DEPT: H.R.M.D

07.12.2023

**The Chief Manager/Branch Head,
Lucknow Branch.**

SUB: RESIGNATION BY SHRI. KETAN KUMAR, PROBATIONARY RELATIONSHIP MANAGER I (SALES & OPERATIONS) OF YOUR BRANCH

The Resignation tendered by **Shri. Ketan Kumar, Probationary Relationship Manager I (Sales & Operations)** of your branch is hereby accepted. You are hereby permitted to relieve him from the services of the Bank on **16.12.2023** after working one month notice period (if he avails leave during this period, his relieving date will be extended correspondingly).

Before relieving him,

a>collect the below mentioned amount from him and transfer the same for credit of the account no: **31900600032(INTERNAL HRMD)** with description (Emp No/ Emp Name/ Relieving Dues)

S.No	Dues	Amount (In Rupees)
1.	Recruitment Cost	5000
2.	Ex-Gratia given during Nov 2023	10000
	Total	15000

b>collect the identity card, present & permanent postal addresses along with Mobile / Phone No's and forward them to HRMD Department.

c>obtain No Due Certificate from the Credit Card Division.

d>collect all the dues to the Bank either direct or indirect including Festival advance dues, if any with upto date interest as applicable to Clean Loan granted to public from the date of disbursement and credit card dues, if any with upto date interest.

e>issue a separate relieving order on the actual date of relieving with a copy marked to HRMD Dept.. Administrative Office.

f> obtain an acknowledgement from him for the receipt of the relieving order which is enclosed in duplicate

J. K. Kumar
**Manager
(HRMD)**