

# The Impact of Employee Absenteeism on Organizational Productivity in the Context of Bangladesh

Ranchi Enterprise

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## Internship/Project Report Approval Form

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### INTERNSHIP/PROJECT INFORMATION

#### Internship

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Internship /Project Report Topic: **"The Impact of Employee Absenteeism on Organizational Productivity in the Context of Bangladesh."**

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### SUPERVISOR APPROVAL

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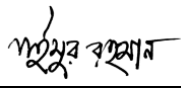
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### **Abstract:**

This study investigates the impact of employee absenteeism on organizational productivity in Bangladesh. Focusing on the dynamic professional landscape of the country, the research aims to quantify absenteeism, evaluate its consequences, and provide practical recommendations. The findings, derived from a diverse sample, reveal key socio-demographic factors influencing absenteeism, including a youthful workforce, balanced gender composition, and marital status. Occupational designations, work experience, and monthly income distribution provide nuanced insights. Recommendations encompass tailored training, family-friendly policies, mental health support, role-specific interventions, on boarding programs, financial wellness initiatives, and continuous feedback, recognition, and employee engagement initiatives. The study concludes by emphasizing the urgency of context-specific interventions in Bangladesh's evolving professional context, providing organizations with a versatile toolkit to foster a resilient and productive workforce. The ongoing journey towards addressing absenteeism is recognized, acknowledging the study's role as a guiding beacon for organizations in Bangladesh.

## Table of Contents

|                                               |    |
|-----------------------------------------------|----|
| Abstract: .....                               | d  |
| Part - A .....                                | 1  |
| Chapter One: Internship Preparation: .....    | 1  |
| Chapter Two: About the Internship: .....      | 3  |
| Chapter Three: Self Reflection .....          | 6  |
| Chapter Four: Personal Development Plan.....  | 9  |
| Part - B: .....                               | 13 |
| Chapter One: Introduction.....                | 13 |
| i. Research title: .....                      | 13 |
| ii. Research objective: .....                 | 13 |
| iii. Background of the study .....            | 13 |
| iv. Problem Statement: .....                  | 14 |
| Chapter Two: Methodology .....                | 14 |
| i. Type of research (Descriptive):.....       | 14 |
| ii. Research design (Qualitative): .....      | 15 |
| iii. Appropriate methods for sampling: .....  | 15 |
| Chapter Three: Findings and Discussion: ..... | 16 |
| Findings:.....                                | 16 |
| Discussion: .....                             | 18 |
| Chapter Four: Recommendations .....           | 19 |
| Chapter Five: Conclusion .....                | 21 |
| References .....                              | 23 |

## Part - A

### Chapter One: Internship Preparation:

**i. Motivation and learning plan:** As a BBA student majoring in Human Resource Management, my journey through the internship realm is not just a box to tick on my academic checklist; it's a pathway to practical insights and professional growth. I aim to learn not just from textbooks but from the rich experiences within organizations. Through this internship, I hope to emerge with practical skills, a deeper understanding of HR in our local context, and the ability to contribute meaningfully to the HR landscape in Bangladesh.

**Motivation behind the Internship:** Bangladesh, with its vibrant and evolving business landscape, sparked my motivation for an internship in Human Resource Management. I am drawn to the dynamic interplay between people and organizations, and my homeland's unique socio-cultural context adds an extra layer of intrigue. Witnessing the country's economic growth and the increasing importance of effective HR practices, I felt a compelling urge to dive into this field hands-on.

**What I Want to Learn:** My primary goal for this internship is to bridge the gap between theory and practice. Textbooks have equipped me with foundational knowledge, but I yearn to grasp the day-to-day intricacies of HR in the real world. I want to understand how recruitment processes unfold, how employee relations are nurtured, and how HR policies adapt to the cultural tapestry of Bangladesh. Learning about compliance and labor laws specific to our country is also high on my agenda.

**Expected Learning Outcomes:** In the context of Bangladesh, I aspire to learn the art of effective communication and conflict resolution within diverse teams. Understanding the nuances of employee engagement in our cultural setting is crucial for me. Moreover, I hope to gain insights into how HR strategies align with the broader business goals of local companies. Learning to navigate the local regulatory landscape and ensuring ethical HR practices will be a significant takeaway.

**ii. The process of searching for my internship:** I usually visit job websites to inquire about internships. Several companies offered internship opportunities through job websites, but their conditions were not favorable. Most of the jobs were unpaid, and the locations were also far away.

I found out about the company I am interning with through a senior I know. The company informed me that they are looking for paid interns, and if the performance is good in the first three months, the job will be made permanent later. The office location is near my home area.

I immediately sent the CV to their official email. After about a week, they asked me to meet in person, and I went for the meeting.

**iii. My internship interview experience:** My internship interview experience was great. My interview was conducted by the Managing Director Sir. At the beginning the managing director sir asked me how I got the job information. I then talk about the senior brother. Then he said how do I know him. I then told that I had worked in the newspaper office for some time and developed friendships with many people in the art literature. I met him from there.

MD. sir wanted to know about my university beforehand, that's why he was asking me about the current situation of the university and their various activities. Our MD Sir has his own book publishing house. He loves art and literature. That's why he repeatedly asked about my university teachers, such as Dr. Salimullah Khan, Sir Syed Manzoorul Islam, and Sir Shameem Reza, among others and asked many more information.

Then asked me if I have any experience of working in human resource department. I then said no previous experience. But I will learn the tasks and do them seriously. He also asked me if I can prepare salary pay slip and appointment letter, I said yes sir I can. My CV mentioned that I can work in Microsoft Office, he asked if I can really work. I said, yes, sir, I can work. Then he asked my personal details and said he will update me later. That night I was informed that you have been selected. The authorities also said to collect the joining letter quickly.

**iv. Information about the organization:** Ranchi Enterprise is the company where I am currently undertaking my internship. It operates primarily as an importer and distributor of garment accessories, supplying various products to garment manufacturing companies across the country. Additionally, the company diversifies its business by owning a book publishing house known as 'Ranchi Grantha Niketan'. The head office is situated in Pallavi, Mirpur 12.

The proprietor and managing director of Ranchi Enterprise is ABM Helal. The company boasts a workforce of approximately 25 to 30 regular employees, reflecting a moderate-sized organizational structure.

In terms of industry, Ranchi Enterprise operates within the garment accessories sector, contributing to the supply chain of essential components for garment production. The company's focus is on importing and selling a variety of products crucial to the garment manufacturing process. These products include foreign threads, foreign sewing machines, sewing machine parts, zippers, buttons, stickers, and levels.

The geographical location of the head office in Pallavi, Mirpur 12, suggests a strategic positioning, possibly providing convenient access to both suppliers and clients in the garment industry. The inclusion of Ranchi Granth Niketan, the company's book publishing house, adds an interesting dimension to its business portfolio. This diversification might indicate a strategic effort to explore different markets or cater to a broader audience beyond the garment industry.

In summary, Ranchi Enterprise is a moderate-sized company operating in the garment accessories sector with a specific focus on importing and distributing products to garment manufacturing companies. The presence of a book publishing house suggests a level of diversification in its business interests. ABM Helal's leadership and the company's strategic location in Pallavi, Mirpur 12, contribute to its significance in the local business landscape.

## **Chapter Two: About the Internship:**

**i. Work Environment and Responsibilities:** My internship experience at Ranchi Enterprises is marked by a positive and supportive working environment. My position as an intern in Human Resource Management. The company's commitment to teaching interns and providing a learning-friendly atmosphere contributes to a meaningful internship journey. As I engage in tasks related to absentee management, salary slip creation, and recruitment letter preparation, I am continually learning and applying these skills, enhancing my understanding of Human Resource Management in a real-world setting.

**Office and Work Environment:** I am currently interning at Ranchi Enterprises, a company that operates as an importer and distributor of garment accessories. The head office, situated in Pallavi, Mirpur 12, provides a clean and conducive working environment. The company caters to approximately 25 to 30 regular employees, reflecting a moderate-sized organizational structure.

The working environment at Ranchi Enterprises is highly favorable, allowing all employees, including interns, to work at their convenience. The office spaces are clean, and amenities such as clean water and weekly meals contribute to a positive workplace atmosphere. Despite being an intern, I feel a sense of importance as the company takes my work seriously.

**Every day Job Duties and Responsibilities:** As an intern, my primary responsibilities include absentee management, creating salary slips, and preparing recruitment letters. These tasks are designed to provide a practical understanding of Human Resource Management processes. Although I am in a learning phase as an intern, I am given the flexibility to arrange my work at my convenience, and the workload is manageable to ensure a positive learning experience.

**Learning Environment:** The Company fosters a culture of learning and cooperation. Every member of the office is helpful, taking the time to explain tasks and guide me through the

intricacies of my responsibilities. Despite my intern status, I am not subjected to excessive work pressure, allowing me to focus on absorbing knowledge and gaining practical skills.

**ii. Internship Experience Highlights at Ranchi Enterprises:** My internship has not only equipped me with practical HR skills but also allowed me to actively contribute to the company's HR functions. The experience has been instrumental in enhancing my understanding of HR processes and their vital role in organizational success.

**Learning's and Skills Employed:** My internship at Ranchi Enterprises in the Human Resource Management department has been a valuable learning experience. Through tasks like absentee management, salary slip creation, and recruitment letter preparation, I've gained practical insights into HR processes. The daily intricacies of these responsibilities have significantly bridged the gap between theoretical knowledge and practical application.

**New Skills Acquired:** In the course of my internship, I acquired essential skills in HR processes. I learned to manage absentee records effectively, ensuring accuracy and compliance with company policies. Creating salary slips honed my attention to detail, and preparing recruitment letters enhanced my understanding of the hiring process. These skills not only contribute to my personal growth but also add tangible value to the organization.

**Contributions to the Company:** Despite being in a learning phase, I've actively contributed to the HR functions at Ranchi Enterprises. By managing absentee records, I played a role in maintaining a smooth workflow and ensuring the availability of accurate attendance data. Additionally, my involvement in creating salary slips contributed to the efficient payroll process, emphasizing the importance of precision in financial transactions. Participating in the preparation of recruitment letters allowed me to contribute to the company's talent acquisition process.

**Overall Impact on My Understanding of HR:** Engaging in these tasks has deepened my understanding of Human Resource Management in a real-world setting. I've learned the practical implications of HR policies and procedures, particularly in the context of a company operating in the garment accessories sector. The positive and supportive working environment at Ranchi Enterprises has facilitated my learning journey, allowing me to apply classroom knowledge to actual workplace scenarios.

**iii. Relating Educational Learning with Internship Roles and Responsibilities:** My educational journey, pursuing a BBA with a major in Human Resource Management, has seamlessly intertwined with the practical experiences gained during my internship at Ranchi Enterprises. The transition from academic theories to real-world applications has been a crucial aspect of my growth, contributing significantly to my understanding of HR dynamics.

**Bridging the Gap between Theory and Practice:** The motivation behind my internship was not merely to fulfill an academic requirement but to bridge the gap between theoretical knowledge and practical application. My coursework provided foundational insights into HR principles, and the internship has been the conduit through which I've delved into the day-to-day intricacies of the field.

**Application of Recruitment and Employee Relation Concepts:** In my academic journey, textbooks equipped me with knowledge about recruitment processes and employee relations. However, it's during my internship that I've actively engaged in these processes, witnessing how they unfold in a real organizational context. Understanding the art of effective communication and conflict resolution within diverse teams, as aspired in my educational goals, has become tangible through practical experiences.

**Alignment of HR Strategies with Business Goals:** One of my educational objectives was to gain insights into how HR strategies align with broader business goals. This has manifested in my internship role as I contribute to tasks like absentee management, salary slip creation, and recruitment letter preparation. These responsibilities are not isolated HR functions but integral components aligning with the company's overall objectives.

**Application of Compliance and Labor Laws Knowledge:** My academic agenda included learning about compliance and labor laws specific to our country. This learning has found practical relevance in my internship, especially in tasks related to absentee management and ensuring ethical HR practices. Navigating the local regulatory landscape, a goal from my academic checklist, has become an everyday reality.

**Cultural Context and Employee Engagement:** My homeland's unique socio-cultural context, highlighted in my educational motivations, has become a central theme in my internship experience. Understanding the nuances of employee engagement in our cultural setting, a crucial aspect of my educational aspirations, has been actively pursued and applied during my tasks at Ranchi Enterprises.

In essence, my internship has not only complemented my educational learning but has served as the platform where theoretical knowledge has seamlessly blended with practical realities. This alignment has been instrumental in shaping a holistic understanding of Human Resource Management, ensuring that my academic pursuits are not confined to textbooks but resonate in the dynamic environment of organizational practices.

## **Chapter Three: Self Reflection**

### **i. Things I liked and dislikes:**

My internship at Ranchi Enterprises has been a transformative journey, marked by both positive aspects and areas that could benefit from improvement.

**Things I Liked:** Positive and Supportive Working Environment: Ranchi Enterprises fosters a positive and supportive atmosphere. The sincerity and friendliness of everyone in the institution have contributed to a comfortable and encouraging workspace.

**Flexibility and Autonomy:** The flexibility to organize my work independently is a notable positive aspect. This autonomy allows me to manage my responsibilities in a way that suits both my learning style and the demands of the job.

**Effective Learning Support:** The learning-friendly atmosphere, coupled with the willingness of senior employees to explain tasks, has been instrumental. Whenever I encounter challenges or have queries, the senior employees are readily available to guide and teach me, contributing significantly to my learning experience.

**Meaningful Contribution as an Intern:** Despite being in a learning phase, the company values my work, and I feel a sense of importance. Actively engaging in tasks related to absentee management, salary slip creation, and recruitment letter preparation has not only enhanced my skills but also allowed me to contribute meaningfully to the HR functions of Ranchi Enterprises.

**Areas for Improvement (Dislikes):** Lack of a Dedicated Training and Skill Development Department: One aspect that could enhance the internship experience is the absence of a separate department for training and skills development. While the senior employees do teach when needed, having a structured training program could further support interns in acquiring new skills and knowledge.

My internship at Ranchi Enterprises has provided a positive and supportive environment, allowing me to actively contribute to HR functions while continuously learning. The areas for improvement, such as the establishment of a dedicated training department, are minor in comparison to the overall enriching experience gained during my time at the organization.

## ii. Discussion on Improvement:

### How I Could Do Better:

- **Proactive Learning:** To maximize my learning experience, I could take a more proactive approach. Initiating discussions with senior employees, seeking additional responsibilities, and expressing a strong interest in specific aspects of HR could contribute to a more comprehensive internship experience.
- **Seeking Feedback:** Actively seeking feedback on my performance and areas for improvement would be beneficial. This would not only demonstrate my commitment to personal and professional growth but also provide valuable insights for refining my skills during the internship.

### How the Organization Could Utilize Me Better:

- **Structured Training Program:** The organization could consider implementing a structured training program for interns. This program could cover essential skills and knowledge areas in HR, ensuring that interns receive a comprehensive understanding of the field.
- **Mentorship Opportunities:** It could enhance the learning experience by introducing a mentorship program in which interns are accompanied by professional experts. This would provide a dedicated channel for interns to seek guidance, share concerns, and receive personalized insights into their roles.
- **Project Involvement:** Involving interns in larger HR projects could offer a more holistic view of the department's functions. Assigning projects that align with the interns' educational background and career goals could lead to impactful contributions while providing valuable practical experiences.
- **Regular Check-Ins:** Establishing regular check-in sessions between interns and management could create an open communication channel. This would allow interns to express their expectations, share their progress, and receive guidance on how to make the most of their internship.

While the internship experience at Ranchi Enterprises has been positive, there are opportunities for both personal improvement and organizational enhancement. A proactive learning approach on my part, coupled with structured training and mentorship programs from the organization, could significantly contribute to a more enriching internship experience.

**iii. Ways the organization can improve internship programs that I would like to continue in my next role and position:**

**I Want to Continue Working On for My Next Position:**

- **Proactive Learning:** Going forward, I aim to enhance my proactive learning approach. Actively initiating discussions with senior employees, expressing a keen interest in specific HR aspects, and seeking additional responsibilities will be integral to maximizing my learning experience in future positions.
- **Feedback Seeking:** Recognizing the importance of continuous improvement, I plan to actively seek feedback on my performance. This not only demonstrates my commitment to personal and professional growth but also provides valuable insights for refining my skills in subsequent roles.

**Ways the Organization Can Improve Its Internship Program:**

- **Structured Training Program:** The organization could introduce a structured training program for interns. This program should cover essential skills and knowledge areas in HR, ensuring interns receive a comprehensive understanding of the field. This would create a solid foundation for their roles and contribute to their overall development.
- **Mentorship Opportunities:** Implementing a mentorship program would greatly enhance the learning experience for interns. Pairing interns with experienced professionals allows for personalized guidance, creating a dedicated channel for interns to seek advice, share concerns, and gain insights into their roles. This mentorship could provide a more nuanced understanding of the industry and contribute to the interns' professional growth.
- **Project Involvement:** Involving interns in larger HR projects provides a holistic view of the department's functions. Assigning projects aligned with interns' educational backgrounds and career goals allows them to make impactful contributions and gain practical experiences. This exposure can significantly enrich their internship and prepare them for future roles.
- **Regular Check-Ins:** Establishing regular check-in sessions between interns and management creates an open communication channel. This facilitates interns expressing their expectations, sharing their progress, and receiving guidance on how to make the most of their internship. Regular feedback sessions contribute to a positive and constructive learning environment.

While reflecting on my internship at Ranchi Enterprises, I recognize the need for personal improvement and organizational enhancement. Moving forward, I aspire to continue being proactive and receptive to feedback in my future positions. Simultaneously, I recommend that

the organization enhances its internship program by incorporating a structured training program, introducing mentorship opportunities, involving interns in meaningful projects, and establishing regular check-ins to foster a more enriching and supportive learning environment.

## **Chapter Four: Personal Development Plan**

### **i. My personal development plan and career plan:**

In light of my internship experience at Ranchi Enterprises and my aspirations for a career in Human Resource Management (HR), I outlined a concise personal development plan, focusing on my next course of action and career path.

#### **Proactive Learning:**

- **Next Steps:** I will continue to enhance my proactive learning approach by initiating discussions with senior HR professionals. Actively seeking additional responsibilities and expressing a strong interest in specific HR aspects will be integral to maximizing my learning experience.
- **Career Plan:** This proactive stance will contribute to my continuous growth, ensuring that I stay updated on industry trends and best practices. As I move forward in my HR career, this approach will position me as a dynamic professional capable of adapting to evolving HR landscapes.

#### **Feedback Seeking:**

- **Next Steps:** Actively seeking feedback on my performance will remain a priority. This will involve regular check-ins with supervisors and senior employees to understand areas for improvement and refinement of skills.
- **Career Plan:** Incorporating feedback into my learning process will be crucial for continuous improvement. This commitment to refining my skills will contribute to my professional development and make me a valuable asset in any HR role.

#### **Structured Training Program:**

- **Next Steps:** While the current internship lacked a dedicated training program, I will actively seek out relevant training opportunities independently. This could involve online courses, workshops, or seminars to further solidify my HR knowledge.
- **Career Plan:** In the long term, I plan to advocate for the introduction of a structured training program in any future organizations I am part of. This initiative will ensure that

interns receive comprehensive training, enhancing their capabilities and readiness for HR roles.

### **Mentorship Opportunities:**

- **Next Steps:** In my future positions, I will actively seek mentorship from experienced HR professionals within the organization. Establishing connections and seeking guidance will be a key focus.
- **Career Plan:** As I progress in my HR career, I aspire to become a mentor for new entrants in the field. This commitment to mentorship will contribute to the growth of the HR community and foster a culture of continuous learning.

### **Project Involvement:**

- **Next Steps:** Actively seeking involvement in larger HR projects, both within and outside the internship, will be a priority. This could include collaborating on initiatives that align with my educational background and career goals.
- **Career Plan:** As I transition to more senior roles, I aim to lead HR projects that have a significant impact on organizational success. This leadership will showcase my capabilities and further establish me as a proficient HR professional.

### **Regular Check-Ins:**

- **Next Steps:** I will continue to advocate for regular check-in sessions between interns and management. In my future positions, I will actively participate in such sessions to ensure open communication and a positive learning environment.
- **Career Plan:** Establishing regular check-ins will be a practice I carry forward. This commitment to open communication will be instrumental in creating a supportive workplace culture, both for myself and others.

### **Career Plan:**

In the short term, I aim to secure a permanent role in HR, leveraging the skills acquired during my internship. Mid-term goals involve pursuing specialized HR certifications to enhance my expertise and credibility. Long-term aspirations include taking on leadership roles in HR departments, contributing to strategic HR initiatives, and actively participating in industry forums to stay abreast of HR trends.

By adhering to this personal development plan, I am confident in my ability to navigate the dynamic field of Human Resource Management, contribute meaningfully to organizations, and achieve long-term career success.

## **ii. Technical and interpersonal skills development at present for securing employment/career:**

I am currently undergoing an internship at Ranchi Enterprise, where I am actively engaged in various Human Resource tasks. My aspiration is to carve out a career in the field of Human Resources, and this internship serves as a practical learning ground for me.

**Continuous Learning and Skill Development:** To achieve my goal of becoming a proficient HR professional, I am committed to a continuous learning journey. I recognize the importance of staying updated on the latest technologies relevant to HR practices. Embracing new technologies and becoming proficient in various HR-related software will not only enhance my efficiency but also set me apart in the competitive landscape of the HR profession.

### **Technical Skills Development:**

- **Adopting HR Technologies:** I aim to familiarize myself with cutting-edge HR technologies. This includes learning to use HR management software, employee databases, and other tools that streamline HR processes. This technical proficiency will enable me to contribute effectively to HR functions in any organization.
- **Data Analysis:** Developing skills in data analysis is crucial for understanding HR trends and making informed decisions. I plan to learn how to analyze HR data, such as employee performance metrics and engagement surveys, to contribute to evidence-based HR strategies.
- **Microsoft Office Proficiency:** While already familiar with Microsoft Office, I aim to deepen my proficiency. This includes advanced skills in Excel for data analysis, Word for document preparation, and PowerPoint for effective presentations.

### **Interpersonal Skills Development:**

- **Effective Communication:** Strong communication is at the heart of HR. I will focus on honing my communication skills, ensuring clarity in conveying information and active listening. This skill is vital for managing employee relations, conducting interviews, and facilitating effective teamwork.

- **Conflict Resolution:** A key aspect of HR is managing conflicts. I want to develop my skills in conflict resolution to foster a harmonious work environment. This involves understanding different perspectives, mediating disputes, and finding mutually beneficial solutions.
- **Cultural Sensitivity:** Working in the diverse context of Bangladesh, I recognize the importance of cultural sensitivity. Developing this skill will enhance my ability to create inclusive HR policies and navigate the cultural nuances of the workplace.

### **Adapting to Future Technologies:**

Recognizing the fast-paced evolution of technology, I am committed to staying abreast of new developments in HR tech. This proactive approach will ensure that I can adapt quickly to emerging technologies, making me a valuable asset to any organization seeking to modernize its HR practices.

My personal development plan revolves around a dual commitment to technical proficiency and interpersonal skills. By focusing on both aspects, I aim to position myself as a well-rounded HR professional capable of navigating the complexities of the modern workplace.

## **Part - B:**

### **Chapter One: Introduction**

#### **i. Research title:**

"The Impact of Employee Absenteeism on Organizational Productivity in the Context of Bangladesh."

#### **ii. Research objective:**

- 1. To Quantify and Analyze the Extent of Employee Absenteeism.**
- 2. To Evaluate the Consequences of Employee Absenteeism on Organizational Productivity.**

#### **iii. Background of the study**

The dynamic workplace of today is often marked by a common challenge: employee absenteeism. In the context of Bangladesh, where the professional landscape is evolving rapidly, understanding the roots and repercussions of this phenomenon is crucial. Employee absenteeism refers to the habitual pattern of employees being frequently absent from work, and its impact on organizational productivity is a matter of growing concern.

In the vibrant setting of Bangladesh's workplaces, the issue of absenteeism goes beyond just the number of missed days. It delves into the heart of organizational productivity, affecting the rhythm of daily operations. For a country experiencing economic growth and striving for excellence in the global market, the efficiency and effectiveness of its workforce are paramount.

To comprehend the gravity of the situation, the study aims to quantify and analyze the extent of employee absenteeism. By examining the frequency and patterns of absenteeism, we can identify trends and potential areas for intervention. This step is fundamental in addressing the issue at its core. Beyond the numbers lies the real concern – how does absenteeism impact the productivity of organizations in Bangladesh? This study seeks to evaluate the consequences, exploring the ripple effect on day-to-day operations, project timelines, and overall output. Understanding these consequences is the key to developing targeted strategies that can mitigate the negative impact.

While absenteeism is a recognized issue, there's a need to bridge the gap in our understanding of its specific implications in the Bangladeshi context. This research aims to contribute valuable insights that can inform policies and practices tailored to the unique challenges faced by organizations operating in Bangladesh.

The ultimate goal of this study is not just to highlight a problem but to pave the way for solutions. By connecting research findings to practical interventions, we aim to provide organizations in Bangladesh with actionable strategies to minimize the impact of absenteeism on their productivity.

As we embark on this exploration of the impact of employee absenteeism on organizational productivity in Bangladesh, we recognize the significance of unraveling the complexities of workplace dynamics. This research aspires to be a beacon, guiding organizations toward a more productive and resilient future workforce, tailored to the specific needs and challenges of the Bangladeshi professional landscape.

#### **iv. Problem Statement:**

The pervasive challenge of employee absenteeism in Bangladesh poses a significant threat to organizational productivity. The issue at hand goes beyond mere numbers, delving into the core of daily operations, potentially disrupting the rhythm of workplaces. This research seeks to address the pressing problem by quantifying the extent of absenteeism and evaluating its consequences on organizational productivity. Recognizing the vital need for further investigation, the problem statement emphasizes the urgency of understanding how absenteeism affects day-to-day functions and project outcomes. Through this study, we aim to provide actionable insights that can inform tailored strategies, aiding organizations in mitigating the impact of employee absenteeism on productivity in the unique context of Bangladesh.

## **Chapter Two: Methodology**

### **i. Type of research (Descriptive):**

The research titled "The Impact of Employee Absenteeism on Organizational Productivity in the Context of Bangladesh" adopts a descriptive research approach. In the bustling workplace of Bangladesh, characterized by the challenge of employee absenteeism, a descriptive research type is chosen to provide a detailed understanding of this phenomenon. Descriptive research focuses on describing and comprehending the characteristics of a particular phenomenon or group. In the context of employee absenteeism, this involves utilizing surveys, observations, and analyzing existing data to provide an accurate depiction of the extent and patterns of absenteeism. The purpose is to offer detailed descriptions and statistics that explain the subject of study – in this case, employee absenteeism in Bangladesh. By selecting a descriptive research type, the study aims to contribute comprehensive insights into the nature and impact of absenteeism on organizational productivity in the unique professional landscape of Bangladesh.

## **ii. Research design (Qualitative):**

The research titled "The Impact of Employee Absenteeism on Organizational Productivity in the Context of Bangladesh" employs a qualitative research design. In addressing the challenge of employee absenteeism in Bangladesh's dynamic workplace, a qualitative approach is chosen to understand and interpret the complex phenomena associated with absenteeism. Qualitative research is characterized by its in-depth exploration of opinions, motivations, and behavior, providing a non-numerical, text-based understanding of the subject.

This research design involves methods such as interviews, observations, content analysis, and case studies. By selecting a qualitative approach, the study aims to delve deeply into the nuances of employee absenteeism, capturing the intricacies that may not be quantifiable. This qualitative research design is well-suited for unraveling the underlying factors contributing to absenteeism, gathering rich insights into the experiences and perspectives of employees and organizations in the Bangladeshi context. Through qualitative methods, the study seeks to generate a comprehensive understanding that goes beyond numerical data, contributing valuable insights for developing effective strategies to address absenteeism and enhance organizational productivity.

## **iii. Appropriate methods for sampling:**

**Data Sources:** Data for this study is derived from a dual approach, encompassing primary and secondary sources. Essential information is accumulated through field-level meeting directed by five privately owned businesses in Bangladesh, with a specific focus on Dhaka city due to constraints in time and resources. Additionally, secondary sources such as existing research articles and textbooks contribute to a comprehensive understanding of the subject matter. This two-fold data collection strategy ensures a well-rounded and thorough exploration of the impact of employee absenteeism on organizational productivity.

**Sample and Sampling Technique:** The study utilizes a convenient sampling method, selecting 20 sample units for the interview process. The sample comprises responses obtained from employees within five private companies: Ranchi Enterprise, Aman Feed Ltd., Igloo Foods Limited, Walton Bangladesh, and Renata Bangladesh. This sampling approach, while convenient in its selection process, aims to capture a diverse range of perspectives and experiences within the context of employee absenteeism.

## **Chapter Three: Findings and Discussion:**

### **Findings:**

The exploration into the socio-demographic characteristics of the respondents has yielded crucial insights into the landscape of employee absenteeism in Bangladesh. The following key findings have been identified:

#### **1. Age Distribution:**

- 52% of the respondents fall inside the age gathering of 25-35.
- 31% of the respondents are in the age gathering of 36-45.
- 13% of the respondents are in the age gathering of 46-55.
- 4% of the respondents are over 55 years of age.

The age distribution indicates a predominant presence of a youthful workforce, which could influence the patterns and reasons for absenteeism.

#### **2. Gender Composition:**

- Male respondents constitute 52%.
- Female respondents constitute 48%.

A balanced gender composition is crucial for understanding potential variations in absenteeism patterns influenced by gender-specific factors.

#### **3. Marital Status:**

- 65% of the respondents are married.
- 35% of the respondents are unmarried.

The higher percentage of married respondents suggests the need to explore the impact of family responsibilities on absenteeism.

#### **4. Occupational Designations:**

- Officers constitute 52%.
- Senior officers constitute 31%.
- Executive officers constitute 13%.
- Senior executive officers constitute 4%.

The distribution across various designations allows for an exploration of how job roles and responsibilities correlate with absenteeism.

#### **5. Work Experience:**

- 47% of the respondents have insight under 5 years.
- 33% of the respondents have insight for 5-10 years.
- 15% of the respondents have insight for 10-15 years.
- 5% of respondents have insight over 15 years.

Work experience is a critical factor that may influence absenteeism patterns, with potential variations among newcomers and seasoned employees.

#### **6. Monthly Income:**

- 29% of the respondents earn around 20,000.
- 34% of the respondents earn around 25,000.
- 25% of the respondents earn around 40,000.
- 12% of the respondents earn around 30,000.
- 6% of the respondents earn above 30,000.

Monthly income distribution provides insights into the financial aspects influencing absenteeism.

#### **7. Reasons for employee absenteeism:**

- Illness and Health Issues:
- Family Responsibilities:
- Workload and Stress
- Job Dissatisfaction
- Lack of Motivation
- Mental Health Issues
- Personal Reasons
- Workplace Environment
- Transportation Issues
- Conflicts and Bullying
- Lack of Flexibility
- Job Insecurity:

## **Discussion:**

The socio-demographic characteristics paint a comprehensive picture of the employee landscape in Bangladesh. The age distribution, dominated by individuals aged 25-35, suggests a dynamic and potentially energetic workforce. This demographic might be prone to different factors influencing absenteeism compared to older age groups.

The balanced gender composition is crucial for understanding potential variations in absenteeism patterns influenced by gender-specific factors. Marital status becomes a significant consideration, especially with a higher percentage of married respondents. Exploring the interplay between family responsibilities and absenteeism can be essential for targeted interventions.

Occupational designations showcase a diverse representation, allowing for an exploration of how different job roles and responsibilities correlate with absenteeism. Work experience emerges as a crucial factor, potentially influencing absenteeism patterns for both newcomers and seasoned employees.

Monthly income distribution sheds light on the financial aspects influencing absenteeism. Understanding how income levels relate to absenteeism can inform strategies to address financial stressors that may contribute to absenteeism.

**Age and Absenteeism:** The concentration of respondents in the 25-35 age group may signify a workforce segment balancing personal and professional growth. Younger employees might face challenges such as career transitions, personal development, and establishing a work-life balance, potentially contributing to absenteeism. The study will delve deeper into these aspects during the qualitative phase.

**Gender Dynamics:** While gender distribution is relatively balanced, understanding potential gender-specific factors affecting absenteeism is crucial. Family responsibilities, societal expectations, and workplace dynamics can influence absenteeism differently for men and women. Qualitative methods will uncover nuanced experiences.

**Marital Status and Family Impact:** The higher percentage of married respondents prompts an exploration of family-related factors contributing to absenteeism. Balancing work and family commitments, especially for married individuals, may be a significant driver. Qualitative interviews will provide a platform for employees to express the challenges they face in managing these responsibilities.

**Occupational Influence:** The distribution across occupational designations offers an opportunity to assess how job roles impact absenteeism. For instance, officers, senior officers,

and executives may face distinct challenges. In-depth interviews will unveil the specific stressors and demands associated with each role.

**Experience and Absenteeism Patterns:** Work experience emerges as a factor that could shape absenteeism patterns. Newcomers might grapple with onboarding stress, while seasoned employees may face burnout. Qualitative insights will unravel the intricacies of how experience levels influence absenteeism.

**Financial Stress and Absenteeism:** Monthly income distribution provides a glimpse into the financial aspects influencing absenteeism. Employees with lower incomes may experience heightened financial stress, impacting their well-being. The qualitative phase will uncover the connection between financial strain and absenteeism, informing targeted interventions.

This approach aligns with the descriptive and qualitative nature of the research design, aiming to capture the richness of employee experiences and perceptions surrounding absenteeism in the context of Bangladesh. Through these qualitative methods, the study aims to unravel the complexities of absenteeism and provide actionable insights for organizations seeking to enhance productivity in the Bangladeshi professional landscape.

## **Chapter Four: Recommendations**

Having delved into the multifaceted landscape of employee absenteeism in Bangladesh and its potential implications for organizational productivity, the subsequent step is to propose targeted recommendations. The objective is to provide actionable insights that organizations in Bangladesh can implement to mitigate the impact of absenteeism and foster a more productive work environment.

**1. Tailored Training Programs:** Understanding the predominant age group of 25-35 in the workforce, organizations should design training programs that address the unique challenges faced by this segment. These programs could focus on stress management, work-life balance, and career development. By nurturing the personal and professional growth of employees, organizations can create a more engaged and committed workforce, potentially reducing absenteeism.

**2. Family-Friendly Policies:** Recognizing the impact of family responsibilities on absenteeism, organizations should consider implementing family-friendly policies. This may include flexible work schedules, remote work options, and parental leave. Providing support for employees to balance their professional and family commitments can contribute to a healthier work-life equilibrium, reducing the need for unplanned absences.

**3. Mental Health Support:** Given the potential stressors in the workplace, organizations should prioritize mental health support. Employee assistance programs, counseling services, and awareness campaigns can contribute to a supportive and mentally healthy work environment. By addressing the psychological well-being of employees, organizations can tackle absenteeism at its roots.

**4. Role-Specific Interventions:** Different occupational designations may face distinct challenges contributing to absenteeism. Through in-depth interviews and surveys, organizations should identify the specific stressors associated with each role and implement targeted interventions. For instance, officers, senior officers, executives, and senior executive officers may benefit from role-specific support programs tailored to their responsibilities.

**5. On boarding and Integration Programs:** Acknowledging the influence of work experience on absenteeism patterns, organizations should invest in comprehensive onboarding and integration programs. New employees, in particular, may experience stress during the initial phases of their tenure. By providing adequate support, organizations can facilitate a smoother transition, reducing the likelihood of absenteeism among newcomers.

**6. Financial Wellness Initiatives:** The connection between monthly income levels and absenteeism highlights the need for financial wellness initiatives. Organizations should consider workshops or seminars on financial management, budgeting, and savings. Additionally, transparent communication about compensation and benefits can enhance the financial well-being of employees, potentially reducing absenteeism related to financial stress.

**7. Continuous Feedback Mechanism:** Establishing a continuous feedback mechanism is essential for organizations to stay attuned to the evolving needs of their workforce. Regular surveys, feedback sessions, and open-door policies can provide a platform for employees to express concerns and challenges. This proactive approach enables organizations to identify potential triggers of absenteeism and implement preventive measures promptly.

**8. Recognition and Rewards:** Implementing recognition and rewards programs can contribute to a positive work environment. Acknowledging and celebrating employee achievements, milestones, and contributions fosters a sense of belonging and motivation. Employees who feel valued are likely to exhibit higher commitment, reducing the inclination towards absenteeism.

**9. Employee Engagement Initiatives:** Promoting a culture of employee engagement is pivotal. This can include team-building activities, social events, and collaborative projects. Engaged employees are more likely to feel connected to their work and colleagues, reducing the likelihood of absenteeism driven by disengagement.

**10. Periodic Review of Policies:** Organizations should adopt a proactive stance by periodically reviewing and updating their policies. This ensures that policies remain aligned with the evolving needs of the workforce and the organizational context. Regular assessments enable organizations to identify areas for improvement and innovation in addressing absenteeism.

The recommendations outlined above are designed to provide a holistic and adaptable framework for organizations in Bangladesh. Recognizing the unique challenges posed by employee absenteeism in this context, these recommendations aim to serve as practical solutions that organizations can implement to enhance productivity, employee well-being, and overall organizational resilience. By embracing these recommendations, organizations can foster a workplace environment that not only minimizes the impact of absenteeism but also nurtures a workforce equipped for sustained success in the dynamic professional landscape of Bangladesh.

## **Chapter Five: Conclusion**

In unraveling the intricacies of employee absenteeism in the vibrant workplaces of Bangladesh, this study has delved into the heart of a pervasive challenge. The exploration began with the recognition of absenteeism not just as a numerical concern but as a phenomenon intricately woven into the fabric of daily operations and organizational productivity.

The findings, drawn from a diverse sample of employees across various industries, shed light on crucial socio-demographic factors influencing absenteeism. The predominant presence of a youthful workforce, balanced gender composition, and the significant percentage of married respondents have unveiled potential triggers for absenteeism. Occupational designations, work experience, and monthly income distribution provide a nuanced understanding of the landscape in which absenteeism unfolds.

Building upon these findings, the recommendations put forth aim to serve as practical solutions tailored to the Bangladeshi professional landscape. From tailored training programs addressing the unique challenges faced by the 25-35 age group to family-friendly policies recognizing the impact of family responsibilities, each recommendation seeks to create a more supportive and engaging work environment.

As organizations in Bangladesh navigate the complexities of employee absenteeism, the journey toward a more productive and resilient future workforce is underway. The interconnected web of factors influencing absenteeism requires a holistic approach, and the recommendations provided offer a versatile toolkit for organizations to craft targeted strategies.

This study not only highlights the urgency of addressing employee absenteeism but also emphasizes the need for context-specific interventions. The Bangladeshi professional landscape, marked by rapid evolution and diversity, demands tailored solutions. By understanding the unique challenges faced by the workforce, organizations can not only minimize the impact of absenteeism but also foster a workplace culture that nurtures sustained success.

Final Thoughts, In the dynamic tapestry of Bangladesh's professional arena, the journey toward a more productive and resilient future workforce is an ongoing process. This study, aspiring to be a beacon guiding organizations, concludes with the recognition that the battle against absenteeism is multifaceted. However, armed with the insights gained and the recommendations proposed, organizations in Bangladesh can stride confidently into the future, equipped to tackle absenteeism and cultivate a workforce poised for success.

## References

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2. **Jacqueline Mayfield, M. M. (2009).** The Role of Leader Motivating Language in Employee Absenteeism. *Sage Journals* .
3. **Joseph J. Martocchio, D. I. (2003).** Employee absenteeism as an affective event. *JSTOR* , 227-238.
4. **Jurgen Wegge, K.-H. S. (2007).** ‘Taking a sickie’: Job satisfaction and job involvement as interactive predictors of absenteeism in a public organization. *The British Psychological Society* , 77-87.
5. **Mehmet C. Kocakulah, A. G. (2002).** Absenteeism Problems And Costs: Causes, Effects And Cures. *The International Business & Economics Research Journal* , 89-94.
6. **Mehmet C. Kocakülâh, T. G. (2017).** Effects of Absenteeism on Company Productivity,. *Macrothink Institute* , 115-130.

### **Interview questions**

1. What is your name?

Answer: .....

2. What is your age?

Answer: .....

3. What is your gender?

Answer: .....

4. What is your marital status?

Answer: .....

5. What is the name of the organization that employs you?

Answer: .....

6. What is your occupation?

Answer: .....

7. How many years of work experience do you have?

Answer: .....

8. What is your monthly income?

Answer: .....

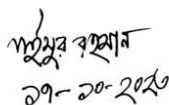
9. "Why are you absent from the office? Are you aware of the effects of your absence?"

Answer: .....

.....

## Internship Proposal Form

|                                  |                                                                                                          |
|----------------------------------|----------------------------------------------------------------------------------------------------------|
| Name:                            | MD. Naimur Rahman Rezvee                                                                                 |
| ID:                              | 193011096                                                                                                |
| Semester<br>(Spring/Summer/Fall) | Fall 2023                                                                                                |
| Department:                      | BBA                                                                                                      |
| Supervisor's Name (Faculty):     | Oeshwik Ahmed                                                                                            |
| Organization Name:               | <b>Ranchi Enterprise</b>                                                                                 |
| Internship Title:                | <b>"The Impact of Employee Absenteeism on Organizational Productivity in the Context of Bangladesh."</b> |

  
০৭-১০-২০২৩

Student's signature & date



17/10/2023

Supervisor's signature & date

(Submit your Research Proposal to your Supervisor for approval)

LETTER OF TRANSMITTAL

17-10-2023

Date of submission.

MD. Naimur Rahman Rezvee, Cell: 01767878854, Email: [naimur.rahman2.bba@ulab.edu.bd](mailto:naimur.rahman2.bba@ulab.edu.bd)

Oeshwik Ahmed  
Senior Lecturer  
School of Business  
University of Liberal Arts Bangladesh (ULAB)  
688, Beribadh Road  
Mohammadpur, Dhaka 1207.

Dear Sir,

***Subject: Submission of Internship Proposal.***

Please find attached herewith the proposal for an internship in partial fulfillment of the requirement for a Bachelor's of Business Administration (BBA) at **Ranchi Enterprise** from September 13, 2023.

If you have any questions, please call me at 01767878854, you can reach me most easily at the following times: Available Hours e.g. 09:00 am to 05:00 pm, Workdays e.g. Saturday to Thursday.

Sincerely yours,

---

**MD. Naimur Rahman Rezvee**  
ID: 193011096  
BBA Program  
School of Business  
University of Liberal Arts Bangladesh

**"The Impact of Employee Absenteeism on Organizational Productivity in the  
Context of Bangladesh."**

Supervisor: Oeshwik Ahmed

University of Liberal Arts Bangladesh (ULAB)

**An Internship Proposal  
Submitted in Partial Fulfillment  
Of the Requirements for the Degree  
Bachelors of Business Administration**

**By**

**MD. Naimur Rahman Rezvee**  
ULAB ID: 193011096

Fall 2023  
**17-10-2023**

**Internship Organization: Ranchi Enterprise**

**Address:** Head Office: House # 1/1 (1st Floor), Road # 20, Block # C Mirpur # 12, Pallabi, Dhaka-1216  
Contact: +88 01711-2481100, +88 01611-2481100, E-mail: [helalabm1968@gmail.com](mailto:helalabm1968@gmail.com)

**Duration:** 13 September, 2023. to 13 December, 2023.

**Organizational Supervisor:**

A.B.M Helal  
Managing Director  
Ranchi Enterprise  
Contact: +88 01711-2481100, +88 01611-2481100 E-mail: [helalabm1968@gmail.com](mailto:helalabm1968@gmail.com)

**Description of Internship organization:**

"Ranchi Enterprises is primarily a company that supplies garment accessories and yarn. Additionally, they operate their own book publication. They have been running the business efficiently for a considerable period."

**Description of the Internship Study:**

Description of the study: "Analyzing employee attendance data in detail to explain why attendance rates are low and their implications. Target population: Many office employees."

The Objectives of the study: The objective of the study will be as follows:

1. **To Quantify and Analyze the Extent of Employee Absenteeism.**
2. **To Evaluate the Consequences of Employee Absenteeism on Organizational Productivity.**

Expected Contribution and Gain: The organization's staff and employee attendance will increase, leading to increased productivity.

Justification of the Study: I managed the work of attendance management for staff and officers in the said organization. I have practical experience working on this topic.

Sources and Methods of Collecting Primary Data: Primary data will be collected from the work of office employees and senior officials.

Sources and Methods of Collecting Secondary Data: Secondary data will be gathered by analyzing information from various time periods and documents.

Sampling Technique and Sample Size: The sample size will consist of 100 office employees and 100 senior officials. I will collect information through interviews and surveys.

Analysis and Interpretation of Data: Data will be collected and analyzed using Microsoft Word and Microsoft Excel.

Reporting: A final report will be written at the end of the study with the findings. The academic supervisor and institutional supervisor will be regularly updated on the progress.

**Timeline:**

| Serial | Activity                      | Weeks |   |   |   |   |   |   |   |   |    |    |    |
|--------|-------------------------------|-------|---|---|---|---|---|---|---|---|----|----|----|
|        |                               | 1     | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1      | Consultation with Supervisors | √     | √ | √ | √ | √ | √ | √ | √ | √ | √  | √  | √  |
| 2      | Secondary Data Collection     |       | √ | √ | √ |   |   |   |   |   |    |    |    |
| 3      | Services Record Collection    |       |   |   |   | √ | √ | √ | √ | √ | √  |    |    |
| 4      | Primary Data Collection       |       |   |   |   |   | √ | √ |   |   |    |    |    |
| 5      | Data Analysis                 |       |   |   |   |   |   |   | √ | √ |    |    |    |
| 6      | Draft Report Writing          |       |   |   |   |   |   |   |   |   | √  |    |    |
| 7      | Final Report Writing          |       |   |   |   |   |   |   |   |   |    | √  |    |
| 8      | Report Submission             |       |   |   |   |   |   |   |   |   |    |    | √  |

*MD. Naimur Rahman Rezvee*  
29-20-2020

**MD. Naimur Rahman Rezvee**  
ID: 193011096



DATE :

MD. Naimur Rahman Rezvee  
Address: House - 6/6, Block B,  
Avenue Road - 1, Section - 1,  
Mirpur, Dhaka- 1216

**Subject: Appointment Letter for HR Intern**

Dear Mr. Rezvee,

I am delighted to extend this appointment letter to "MD. Naimur Rahman Rezvee" as an HR Intern at 'Ranchi Enterprise'. We were impressed by your qualifications, enthusiasm, and potential during the interview process, and we believe you will be a valuable addition to our team.

**Position:** HR Intern

**Duration:** 3 Months

**Commencement Date:** September 13, 2023.

**End Date:** December 13, 2023.

**Working Days:** 6 days a week (Saturday to Thursday)

**Weekly Off:** Fridays

**Compensation:** During your internship period, you will receive a monthly stipend of 8,000 BDT. This stipend will be paid on a monthly basis, and all applicable taxes will be deducted as per government regulations.

**Roles and Responsibilities:** As an HR Intern, you will be responsible for assisting in various HR functions, including but not limited to recruitment, on boarding, HR documentation, and administrative tasks. Your performance will be closely monitored and evaluated throughout the internship.

**Performance Review:** Your performance during the internship period will be assessed regularly. If your performance meets our expectations and the role requirements, we may consider offering you a permanent position at the end of your internship.

**Confidentiality:** During your tenure at Ranchi Enterprise, you will have access to sensitive company information. You are expected to maintain strict confidentiality regarding any company-related matters.

**Terms and Conditions:** Please review and sign the attached "Terms and Conditions of Employment" document, which outlines the specific terms, expectations, and responsibilities during your internship.



DATE :

**Documentation:** You are advised to submit the following papers/documents at the earliest to the department of HRD of the company.

- Two copies of your recent passport size photograph.
- Attested copy National ID card / Birth Registration Certificate.
- All academic certificates.
- Forwarding letter/ Release order/ clearance certificate from your last employer if applicable.

We are excited to welcome you to Ranchi Enterprise and look forward to a productive and mutually beneficial working relationship. If you accept this offer, please sign and return a copy of this letter along with the attached "Terms and Conditions of Employment" document by September 11, 2023. You may return it via email to [helalabm1968@gmail.com](mailto:helalabm1968@gmail.com) or in person to our HR Department.

If you have any questions or need further clarification, please do not hesitate to contact our HR Department.

Once again, congratulations on your appointment as an HR Intern and we are excited to have you join our team.

Sincerely,

**A.B.M Helal**

Managing Director

**Ranchi Enterprise**

Contact: +88 01711-2481100, +88 01611-2481100

E-mail: [helalabm1968@gmail.com](mailto:helalabm1968@gmail.com)

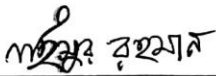
  
**RANCHI ENTERPRISE**

Signature of Managing Director

12.09-2023

Date

I have read this Letter of appointment and I willingly agree to accept the terms and conditions, as offered.



Signature of Employee

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Date