



BASIC Bank PLC.

Serving people for progress
A 100% STATE OWNED COMMERCIAL BANK



বেসিক ব্যাংক লিমিটেড

সমৃদ্ধির পথে মানুষের সাথে
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 1039

Date: April 15, 2026

Ms. Shirin Akter (ID#1821)

Principal Officer

Passport No. A16821845

BASIC Bank PLC.

Uttara Branch

Dhaka

Subject: Sanction of 43 (Forty Three) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.026.99.2026.850 dated March 29, 2026 of Branch In-charge, BASIC Bank PLC., Uttara Branch, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the Branch In-charge; the Bank Authority has sanctioned 43 (Forty Three) days leave (outside Bangladesh) comprising 15 days Recreation Leave w.e.f 18/04/2026 to 02/05/2026 and 28 days Earned Leave w.e.f 03/05/2026 to 30/05/2026 including transit period and government/weekly holidays with a permission to visit Saudi Arabia for performing holy Hajj under the following terms and conditions:

Terms & Conditions:

1. You will have to bear all expenses of the visit. There will be no financial involvement of BASIC Bank PLC. & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave balances.
3. Overstay in aboard will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. You are advised to submit joining report upon completion of the said leave.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

Deputy General Manager & In-charge

Human Resources Division

Phone No: 02223386405

Copy for information & Necessary action:

- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- The Deputy General Manager, BASIC Bank PLC., Uttara Branch, Dhaka- is requested to issue a release letter and obtain joining report from the concern employee at the time of joining under intimation to us.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

15.04.2026

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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