



**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK



**বেসিক ব্যাংক লিমিটেড**

সমৃদ্ধি পথে মানবসেবায়

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 1040

Date: April 15, 2026

**Mr. Md. Shahriar Reza (ID#1886)**

Senior Principal Officer

Passport No. A09290585

Human Resources Division

BASIC Bank PLC.

Head Office, Dhaka

Subject: Sanction of 40 (Forty) days leave (outside Bangladesh) with full pay to Visit Saudi Arabia.

Dear Sir,

Please refer to your letter dated April 05, 2026 on the captioned subject.

We would like to inform you that considering your application and recommendation of the Divisional In-charge; the Bank Authority has sanctioned 40 (Forty) days leave (outside Bangladesh) including transit period and government/weekly holidays from May 17, 2026 or the date of travel 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, Human Resources Division, BASIC Bank PLC., Head Office, 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**

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“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

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