

**BASIC Bank PLC.**

Serving people for progress

A 100% STATE OWNED COMMERCIAL BANK

**বেসিক ব্যাংক লিমিটেড**

সহায়িতা পথে মানুষের সাথে

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26. 2987

Date: September 22, 2026

Ms. Masuma Shila (ID#2112)

Officer (Cash)

Passport No. A07533172

BASIC Bank PLC.

Mirpur Branch

Dhaka

Subject: Sanction of 15 (Fifteen) days leave (outside Bangladesh) with full pay to Visit Thailand.

Dear Sir,

Please refer to the letter ref. no. 53.09.2600.022.60.03.2026.2343 dated August 31, 2026 of Branch In-charge, BASIC Bank PLC., Mirpur 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 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 26, 2026 or the date of travel with a permission to visit Thailand for medical treatment and tourism purpose 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.
6. In the event of failure to join upon completion of the said leave; necessary action will be taken as per the bank's rules.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

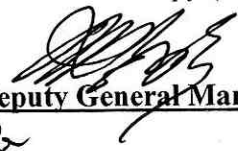
Deputy General Manager & In-charge

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 Assistant General Manager, BASIC Bank PLC., Mirpur 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).

 22.09.2026
Deputy General Manager, HRD

“স্বাধীনতা ও শ্রমজীবন, সভ্য জাতির অহংকার”

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