

Ref No: 53.09.0000.818.08.000.26.195

Date: January 22, 2026

**Ms. Rehenoma Nehenin (ID#2664)**

Principal Officer

Passport No. A06578974

BASIC Bank PLC.

Agrabad Branch

Chattogram

Subject: Sanction of 90 (Ninety) days leave (outside Bangladesh) with full pay to Visit Australia.

Dear Sir,

Please refer to the letter ref. no. 53.09.1500.008.008.001.26.78 dated January 18, 2026 of Branch In-charge, BASIC Bank PLC., Agrabad Branch, Chattogram 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 90 (Ninety) days leave (outside Bangladesh) including transit period and government/weekly holidays from March 17, 2026 or the date of travel with a permission to visit Australia as an attendance for medical treatment of your child 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 submit joining report upon completion of the said leave; your approved earned leave may be converted into extraordinary leave without pay.

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., Agrabad Branch, Chattogram- 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

“শুন্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”