



Ref No: 53.09.0000.818.08.000.26. 52

Mr. Iftekhar Ahmed (ID#1563)

Assistant General Manager

Passport No. A09507070

BASIC Bank Training Institute

BASIC Bank PLC.

Head Office, Dhaka

বাসিক ব্যাংক লিমিটেড

শতভাগ বাণ্ট মালিকানাধীন বাণিজ্যিক ব্যাংক

BASIC Bank PLC.
Date: January 7, 2026
Head Office, Dhaka.

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

Dear Sir,

Please refer to your letter dated December 15, 2025 and recommendation of The Deputy General Manager & Principal, BASIC Bank Training Institute, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of The Deputy General Manager & Principal, BASIC Bank Training Institute; the Bank Authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) including transit period and government/weekly holidays from the date of travel with a permission to visit Thailand for medical treatment 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 Limited & 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.
7. Your previously approved leave letter Ref. no. 53.09.0000.818.08.000.25.3668 dated November 25, 2025 has been cancelled.

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 & Principal, BASIC Bank Training Institute, 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

“শুন্দাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”