



BASIC Bank PLC.
Serving people for progress
A 100% STATE OWNED COMMERCIAL BANK



বাসিক ব্যাংক লিমিটেড
জনশ্রুতি পথে মানবসেবা জাতি
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.2709

Date: August 31, 2026

Mr. Md. Khorshed Alam (ID#2752)

Assistant General Manager

Passport No. A08238310

BASIC Bank PLC.

Comilla Branch

Cumilla

Subject: Sanction of 22 (Twenty Two) days leave (outside Bangladesh) with full pay to Visit Thailand.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.882.08.17.26.5459 dated August 20, 2026 of Circle-2, BASIC Bank PLC., Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of the General Manager of Circle-2; the Bank Authority has sanctioned 22 (Twenty Two) days leave (outside Bangladesh) including transit period and government/weekly holidays from September 01, 2026 or the date of travel with a permission to visit Thailand for your 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 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 General Manager, Circle-2, 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.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- Mr. Masud Reza Mohammad Amanul Bar, ID#2759, Assistant General Manager, Circle-2, BASIC Bank PLC., Head Office, Dhaka will take over the charges of the branch temporarily during the sanctioned leave period of Mr. Md. Khorshed Alam, ID# 2752, Assistant General Manager.
- ✓ Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).

Deputy General Manager, HRD

31.08.2026

“সুদ্বাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”

Head Office : Sena Kalyan Bhaban (6th Floor), 195 Motijheel C/A, Dhaka-1000, Phone : 02-223359186, 02-223359589

SWIFT : BKSIBDDH, E-mail: basicho@basicbanklimited.com, Website: www.basicbankplc.com