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

বেসিক ব্যাংক পিএলসি
অগ্রগতির পথে বাংলাদেশের সাথে
শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.26.3468

Date: November 1, 2026

Mr. Al Maruf Hassan (ID#3170)
Officer (ICT)
Passport No. B00357257
ICT Division
BASIC Bank PLC.
Head Office, Dhaka

Subject: Sanction of 26 (Twenty Six) days leave (outside Bangladesh) with full pay to Visit Thailand.

Dear Sir,

Please refer to your letter dated October 04, 2026 and recommendation of the Divisional In-charge, ICT Division, BASIC Bank PLC., Head Office, Dhaka 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 26 (Twenty Six) days leave (outside Bangladesh) including transit period and government/weekly holidays from January 10, 2027 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/-
Abul Kalam Md. Shumsuddin
Deputy General Manager & In-charge
Human Resources Division
Phone No: 02223386405

Copy for information & Necessary action:

- The Deputy General Manager, ICT 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).

01.11.2026
Deputy General Manager, HRD