

**BASIC Bank Limited***Serving people for progress*

A 100% State Owned Commercial Bank

**বাসিক ব্যাংক লিমিটেড**

শতভাগ রাষ্ট্র মালিকানাধীন বাণিজ্যিক ব্যাংক

Ref No: 53.09.0000.818.08.000.25. 1523

Date: May 17, 2025

**Mr. Kazi Reza Azmin Rashid (ID#1629)**

Assistant General Manager

Passport No. B00712205

BASIC Bank Limited

Karwan Bazar Branch

Dhaka

Subject: Sanction of 9 (Nine) days leave (outside Bangladesh) with full pay to Visit Thailand and Singapore.

Dear Sir,

Please refer to the letter ref. no. 53.09.0000.881.99.191.2025 dated May 07, 2025 of Circle-1, BASIC Bank Limited, Head Office, Dhaka on the captioned subject.

We would like to inform you that considering your application and recommendation of Circle-1; the Bank Authority has sanctioned 9 (Nine) days leave (outside Bangladesh) including transit period and government/weekly holidays from June 20, 2025 or the date of travel with a permission to visit Thailand and Singapore under the following terms and conditions:

Terms &amp; 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.

Yours faithfully,

Sd/-

Md. Mamunur Rahman

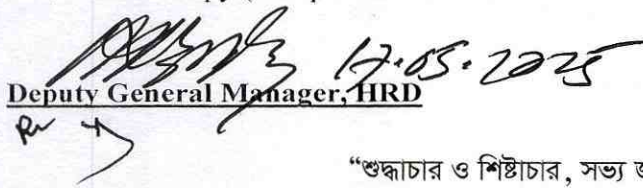
Deputy General Manager &amp; In-charge

Human Resources Division

Phone No: 02223386405

**Copy for information & Necessary action:**

- The General Manager, Circle-1, BASIC Bank Limited, 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 Limited, Head Office, Dhaka.
- The Assistant General Manager, BASIC Bank Limited, Karwan Bazar Branch, Dhaka.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).

  
Deputy General Manager, HRD

“শুদ্ধাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”