

Ref No: 53.09.0000.818.08.000.26.654

Date: March 9, 2026

**Mr. Md. Fida Hasan (ID#1474)**

Deputy General Manager  
Passport No. A02983802  
Recovery Division  
BASIC Bank PLC.  
Head Office, Dhaka

Subject: Sanction of 8 (Eight) days leave (outside Bangladesh) with full pay to Visit Thailand.

Dear Sir,

We would like to inform you that considering your application and recommendation of the General Manager of Recovery Division; the Bank Authority has sanctioned 8 (Eight) days leave (outside Bangladesh) including transit period and government/weekly holidays from March 15, 2026 or the date of travel with a permission to visit Thailand 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.

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, Recovery 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.
- The Deputy General Manager & In-charge, Information & Communication Technology Division (ICTD), BASIC Bank PLC., Head Office, Dhaka.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- ✓ HRD Copy (To upload the letter on Bank's website).

 09.03.2026  
**Deputy General Manager, HRD**



“গুদাচার ও শিষ্টাচার, সভ্য জাতির অহংকার”