

**Human Resources Division**

SL/HO/HRD/2023/5252  
September 03, 2023

**The Senior Vice President  
&  
Head of Branch**  
Southeast Bank Limited  
Dhanmondi Branch  
Dhaka

Dear Sir,

Sub: **INTERNSHIP**

We would like to inform you that the management of the Bank has accorded approval for doing internship of **Ms. Farhana Yeasmin Munmun**, a B.Sc student of American International University-Bangladesh (AIUB) at your Branch for a period of 12 (twelve) weeks commencing from **September 10, 2023**.

Accordingly, we are sending Ms. Farhana Yeasmin Munmun at your Branch to complete her internship program. The topic of study of Ms. Farhana may be decided on mutual discussion.

We would, therefore, request you to engage an officer/executive to guide the concerned student and extend all sorts of co-operation to her during her internship program at your Branch. Simultaneously, she may be provided with a detail schedule of work during aforementioned 12 (twelve) weeks and endorsing a copy of the same to the undersigned.

You are also requested to advise the concern student to keep confidentiality of all information regarding our Bank which she may come across during her internship program at your Branch and give us a copy of her internship report that she will eventually submit to her organization for our necessary record.

The resume of Ms. Farhana is enclosed herewith for ready reference.

Yours faithfully,

Sd/-  
**Md. Helal Uddin**  
Senior Assistant Vice President

Sd/-  
**Monzur Ahmed**  
Senior Assistant Vice President

**Copy for information and record to:**

1. Mr. Md. Tariqul Hasan, Coordinator, Office of Placement & Alumni, American International University-Bangladesh (AIUB), Ka-66/1, Kuratoli Road, Kuril, Khilkhet, Dhaka-1229.
2. Ms. Farhana Yeasmin Munmun, B.Sc Student, American International University-Bangladesh (AIUB), Ka-66/1, Kuratoli Road, Kuril, Khilkhet, Dhaka-1229. She is advised to report to the Senior Vice President & Head of Branch, Southeast Bank Limited, Dhanmondi Branch, Dhaka on September 10, 2023 at 10:00 a.m. for completing her internship program at the Branch and give us a copy of internship report to the concerned Head of Branch and the undersigned each after completion of her internship. She is also advised to keep confidentiality of all information regarding our Bank which she may come across during her internship program at the Branch.
3. Office copy

  
**Senior Assistant Vice President**

  
**Senior Assistant Vice President**