



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-24518/217

Date : 21 January 2025

A N M ADNAN NOWROZ (G-46791)

Passport No. A11883682

Senior Officer (IT)

Sonali Bank PLC

Nilphamari Bazar Branch, Nilphamari

Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave outside Bangladesh with full pay to visit Thailand.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rangpur vide their letter no. 80 dated 07 January 2025, the authority has sanctioned 30 (Thirty) days' leave outside Bangladesh with full pay including transit period and government /weekly holidays from the date of avail with permission to visit Thailand as medical attendant under the following terms and conditions:

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

(Mostak Ahmed)

Assistant General Manager

**MOSTAK AHMED**  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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Yours faithfully

Sd/ -

(Mostak Ahmed)

Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. General Manager, Sonali Bank PLC, General Manager's Office, Rangpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Nilphamari.
03. Manager, Sonali Bank PLC, Nilphamari Bazar Branch, Nilphamari . They are requested to send her/his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager

MOSTAK AHMED

Assistant General Manager

Human Resource Management Division

Head Office, Dhaka

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