



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 9151

Dated : 26 November 2024

Md Zahurul Islam (35692)
Deputy General Manager
Foreign Remittance Management Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

USA address:

177-44 105TH AVE
JAMAICA, NY-11433
USA.
Phone: +1-347-605-1454
E-mail:
zahurul1969@yohoo.com

Subject : Permission to visit USA for 15 days during mandatory recreation leave.

Sir,

Reference may please be made to the letter no 1517 dated 20 November, 2024 of Foreign Remittance Management Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Foreign Remittance Management Division, the authority has permitted you to visit USA for 15 days during mandatory recreation leave (27 November to 11 December, 2024) including transit period under the following terms & conditions:

Terms & Conditions :

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
- 2) It will be treated as mandatory recreation leave.
- 3) Staying in abroad will not be allowed over the sanctioned period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to :

- 01) The All General Manager, Sonali Bank PLC, Head Office, Dhaka
- 02) The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
- 03) The Deputy General Manager, Foreign Remittance Management Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the date of leave availed.
- 04) Mr. Md. Rezwanul Islam (34077), Deputy General Manager, Foreign Exchange Audit & Inspection Division, Sonali Bank PLC, Head Office, Dhaka.
- 05) Immigration Officer, All Airports, Bangladesh.
- 06) EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

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