



Sonali Bank PLC
Credible and Smart

NO. HRMD/OMD/SEC-1/ 658

Dated : 21 January 2025

Tufazzal Hussain (42235)
Senior Principal Officer
Sonali Bank PLC
Mymensingh Corporate Branch
Mymensingh, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 2002 dated 29 October 2024 of Sonali Bank PLC, General Manager's Office, Mymensingh on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Mymensingh, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit Japan 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. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The General Manager, Sonali Bank PLC, General Manager's Office, Mymensingh.
02. The Deputy General Manager (Incumbent), Sonali Bank PLC, Mymensingh Corporate Branch, Mymensingh with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
03. Immigration Officer, All Airports, Bangladesh.
04. 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.

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