



Sonali Bank PLC
Credible and Smart

No. HRMD/SEC-5/ABROAD_AME/SOC-11511/2623

Date: 22 April, 2025

MD NABIL IBNA YOUSUF (G-44306)

Senior Officer Cash

(Passport No: A14356585)

Sonali Bank PLC

Sonargaon Road Branch, Dhaka.

Subject: Sanction of 31 (Thirty one) days leave (Outside Bangladesh) with full pay to visit America as Attendant for Wife's treatment.

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka vide their letter no 1172 dated 07/04/2025, the authority has sanctioned **31 (Thirty one)** days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit America as Attendant for your Wife's treatment under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

Sd/-

(Sultana Razia)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central) Dhaka. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Sonargaon Road Branch, Dhaka.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.


22.04.2025
Assistant General Manager

Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

www.sonalibank.com.bd	Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC 35-42, 44, Motijheel Commercial Area, Dhaka-1000. Contact: 02-223384515, 02-47115437, Email : sbl.hrm5@sonalibank.com.bd	Hotline : 16639 +880 9610016639
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