



**Sonali Bank PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-5/(SOC-12143)/1587

Dated : 26 February, 2025

**MD ZAHEDUL ISLAM (G-45303)**

(Passport No-A12455120)

Senior Officer Cash

Sonali Bank PLC

Baitul Mokarram Branch, Dhaka

Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to visit Thailand for Treatment.

Dear Sir,

Reference may please be made the letter No. 481 dated the 10 February, 2025 of General Managers Office, Dhaka Central, Dhaka on the captioned subject.

We have to advise that in consideration of your application and recommendation of General Managers Office, Dhaka Central, Dhaka the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay from the date of availing with a permission to visit Thailand for your Treatment under the following terms & conditions:-

- You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

**Assistant General Manager**

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

01. General Manager, Sonali Bank PLC, General Managers Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Bangabandhu Avenue (Dhaka Central), Dhaka. Please send the joining report of the related Senior Officer Cash specifying the date of leave availment.
- 03 Assistant General Manager, Sonali Bank PLC, Baitul Mokarram Branch, Dhaka.
04. Immigration Officer, All Airports/all Land Ports, Bangladesh.
05. Personal File/confidential File/master Copy.

**Assistant General Manager**

<b>MOSTAK AHMED</b> Assistant General Manager Human Resource Management Division www.sonali.com.bd Head Office, Dhaka.	Human Resource Management Division (Section-5) Head Office, 35-42, 44 Motijheel R/A, Dhaka-1000. Phone : 02223384515, 9551121 E-mail : sbl.hrmd5@sonalibank.com.bd	Hotline : 16639 Overseas +8809610016639
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