



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

No.HRMD/SEC-3/PF/SO-26070/6796

Date: 25 August 2024

SUPRIYA KUNDU(G-48389)  
Passport No. A12302535  
Senior Officer  
Sonali Bank PLC.  
Moghbazar Branch, Dhaka  
Bangladesh.


**Subject : Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay to visit United States of America (USA).**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka-Central, Dhaka, vide their letter no-2524 dated 30 June 2024, 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 United States of America (USA) 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

  
(Masud Ahmed Khan)  
**Assistant General Manager**  
Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.

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

Human Resource Management Division (Sec-3)  
Head Office, Motijheel C/A. Dhaka-1000. Bangladesh  
Phone : 88-02-22338529  
E-Mail: [dgmhrmd@sonalibank.com.bd](mailto:dgmhrmd@sonalibank.com.bd)

Hot Line: 16639  
Overseas +8809610016639



No.HRMD/SEC-3/PF/SO-26070/6796

Date: 25 August 2024

SUPRIYA KUNDU(G-48389)

Passport No. A12302535

Senior Officer

Sonali Bank PLC.

Moghbar Branch, Dhaka

Bangladesh.

**Subject : Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay to visit United States of America (USA).**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka-Central, Dhaka, vide their letter no-2524 dated 30 June 2024, 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 United States of America (USA) 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

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

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

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

  
Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka.