



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO -26262/750

Date: 23 January 2025

NUSRAT FARHA (G-48384)

Passport No. A015549304

Senior Officer

Sonali Bank PLC

Naogaon Branch, Naogaon

Bangladesh.

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

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rajshahi vide their letter no.4173 dated 28 October, 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 Japan under the following terms and conditions:

- (1) You will have to bear all expenses of 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/ -

(Mostak Ahmed)

Assistant General Manager

01. General Manager, Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager (Incharge), Sonali Bank PLC, Principal Office, Naogaon .
03. Assistant General Manager, Sonali Bank PLC, Naogaon Branch, Naogaon. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy /Personal File/Office Copy.

Assistant General Manager

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| <p>MOSTAK AHMED Assistant General Manager www: sonalibank.com.bd Sonali Bank PLC Head Office, Dhaka</p> | <p>Human Resource Management Division (Sec-3) Head Office, Motijheel C/A.Dhaka-1000. Bangladesh. Phone : 88-02-223385529 E-Mail:l. dgmhrmd@sonalibank.com.bd,</p> | <p>Hot Line: 16639 Overseas+8809610016639</p> |
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(Mostak Ahmed)

Assistant General Manager

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

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

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