



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO-15868/7569

Date: 23 September 2024

MUSAMMET TULBA MARIFA (G-40418)

Passport No. A15270630

Senior Officer

Sonali Bank PLC.

Principal Office, Cumilla South, Cumilla

Bangladesh.

**Subject : Sanction of 10 (Ten) days' leave (Outside Bangladesh) with full pay to visit Thailand .**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Cumilla vide their letter no-2335 dated 02 September 2024, the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to visit Thailand 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)

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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, Cumilla .
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Cumilla South, Cumilla. They requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.

  
Assistant General Manager

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

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