



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-25914/2843

Date: 21 April 2025

AYESHA SIDDIKA (G-48762)

Passport No. A06089784

Senior Officer

Sonali Bank PLC.

Gulshan Corporate Branch, Dhaka

Bangladesh.

Subject : Sanction of 15 (Fifteen) days' leave outside Bangladesh with full pay to visit Singapur.

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 1245 dated 09 April 2025, the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government /weekly holidays from the date of avail with permission to visit Singapur as medical attendant 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 (Incharge), Sonali Bank PLC, Gulshan corporate Branch, Dhaka.
They are requested to send his/her joining report after avail of leave.
03. Immigration Officer, All International Airports/ Landports of Bangladesh.
04. Master Copy/Office Copy


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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(Masud Ahmed Khan)

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