



সোনালী ব্যাংক পিএলসি.

SONALI BANK PLC.
Head Office
Motijheel
Dhaka, Bangladesh.

Human Resource Management Division

Officer Management Department(Sec-1)

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NO.HRMD/OMD/SEC-1/ 7206

Dated : 18 September 2023

Hasina Akther (35844)
Assistant General Manager
Loan Classification Division
Sonali Bank PLC.
Head Office
Dhaka, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit Thailand.**

Dear Sir,

Please refer to the letter no. 438 dated 30 August 2023 of Loan Classification Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and Loan Classification Division's recommendation, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit Thailand as medical attendant under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC. & Government of Bangladesh.
2. The Period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Deputy General Manager, Loan Classification Division, Sonali Bank PLC. Head Office, Dhaka with a request to send us the related joining report of the above Executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports, Bangladesh.
- ✓ 03. EDP Copy (To upload the letter on Bank's website).

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