



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/4047

Dated : 02 June 2025

Monalisa Khan Shilpi (35856)
Senior Principal Officer
Reconciliation Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

U.S.A address:

75-51 Kessel street
Forest Hills, Queens
NY 11375
E-mail. monalisashilpi@gmail.com

Subject : **Sanction of 35 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Dear Sir,

Please refer to the letter no. 310 dated 18 May 2025 of Sonali Bank PLC, Reconciliation Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Reconciliation Division, the Authority has sanctioned 35 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 July 2025 or from the date of availing with a permission to visit U.S.A. 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, Reconciliation Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the Tenure of leave availed.
02. Mst. Farhana Afroj (35656), Assistant General Manager, Common Services Division, Sonali Bank PLC, Head Office, Dhaka. As per Guarantee dated 17.05.2025 she will be liable for all Loans outstanding of Ms. Monalisa Khan Shilpi (35856).
03. Immigration Officer, All Airports Bangladesh.
04. 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.

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| www.sonalibank.com.bd | Human Resource Management Division (Sec-1), Head Office, 34-42/44, Motijheel C/A, Dhaka-1000 Phone: 02-223384515, 02-223385529 E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd | Hotline: 16639 +8809610016639 |
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