



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/1934

Dated : 11 March 2025

Mohammad Mominul Hoque (36779)
Assistant General Manager
CEO & Managing Director's Secretariat
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject : **Sanction of 30 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Dear Sir,

Please refer to the letter no. 26 dated 26 February 2025 of Sonali Bank PLC, CEO & Managing Director's Secretariat, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of CEO & Managing Director's Secretariat, the Authority has sanctioned 30 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 23 March, 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, CEO & Managing Director's Secretariat, 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. Mr. Md. Abdul Latif (37687), Assistant General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka. As per Guarantee dated 06.03.2025 he will be liable for all Loans outstanding of Mr. Mohammad Mominul Hoque (36779).
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.
Dhaka.