



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/1949

Dated : 13 March 2025

Shahana Momtaz (37814)
Senior Principal Officer
Cards Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

U.S.A address:

4Sheffield Dr. Endicott
NY 1376
E-mail.shahanamomtaz83@gmail.com

Subject : **Sanction of 60 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Dear Sir,

Please refer to the letter no. 735 dated 23 February 2025 of Sonali Bank PLC, Cards Division, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Cards Division, the Authority has sanctioned 60 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, Cards 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. Laboni Ahmed (38457), Assistant General Manager, Establishment & Engineering Division, Sonali Bank PLC, Head Office, Dhaka. As per Guarantee dated 23.02.2025 she will be liable for all Loans outstanding of Ms. Shahana Momtaz (37814).
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.