



Sonali Bank PLC
Credible and Smart



NO.HRMD/OMD/SEC-1/7829

Date: 22 September, 2026

Shahana Momtaz (37814)
Passport No. A18181108
Senior Principal Officer
Cards Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

U.S.A address:
4Sheffield Dr. Endicott
NY 1376

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

Dear Sir,

Please refer to the letter no. 1906 dated 14 September, 2026 of Cards Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Cards Division, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 24 September, 2026 or from the date of availing with permission to visit U.S.A. under the following terms & conditions:

Terms & Conditions:

1. You will 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 will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. 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. Immigration Officer, All Airports, Bangladesh.
- ✓ 03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
Shamsuzzaman Talukder
Cards Division
Sonali Bank PLC
Head Office, Dhaka

www.sonalibank.com.bd	Human Resource Management Division (Sec-1), Head Office, 35-42/44, Motijheel C/A, Dhaka-1000 Phone: 02-223384515, 02-223385529 E-mail: dgmhrmd@sonalibank.com.bd, 361hrmd1@sonalibank.com.bd	Hotline: 16639 +8809610016639
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