



# Sonali Bank PLC

*Credible and Smart*

No. HRMD/SEC-6/ABROAD\_IND/JOC-8551-/2363

Dated: 14 March, 2024

MOHAMMAD MIZANOUL HOQUE (G-38454)  
Junior Officer (Cash)  
(Passport No: A13643101)  
International Trade Finance Division  
Sonali Bank PLC  
Head Office  
Dhaka.

**Subject: Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit United Kingdom (UK).**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of International Trade Finance Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no 508 dated 06/03/2024, the authority has sanctioned 15 (Fifteen) days leave with full pay (Outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit United Kingdom (UK) to attend wedding ceremony of Brother-in-law under the following terms & conditions :

**Conditions:**

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/ Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,

  
(Sultana Razia)  
Assistant General Manager  
Human Resources Management  
Sonali Bank PLC  
Head Office, Dhaka.



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Yours faithfully,

.Sd/

(Sultana Razia)

Assistant General Manager

**Copy Forwarded to Kind information & Necessary action:**

1. Deputy General Manager, International Trade Finance Division, Sonali Bank PLC, Head Office, Dhaka.  
Please send the joining report of the related officer specifying the date of leave availed.
2. Immigration Officer, All Airport/All Land port, Bangladesh.
3. Personal File/Master Copy.

**Assistant General Manager**  
Sultana Razia  
Assistant General Manager  
Human Resources Management Division  
Sonali Bank PLC.  
Head Office, Dhaka.

[www.sonalibank.com.bd](http://www.sonalibank.com.bd)

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13-12-14, Manjheel Commercial Area, Dhaka-1001  
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