



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO -21895/4541

Date: 13 July 2025

MOST SHABNOM MOSTARI (G-45882)

Passport No. B00761542

Senior Officer

Sonali Bank PLC.

Uttara Model Town Corporate Branch, Dhaka

Bangladesh.

**Subject : Sanction of 10 (Ten) days' leave outside Bangladesh with full
pay to visit Germany.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC. General Manager's Office, Dhaka-North, Dhaka, vide their letter no-1306 dated 01 July 2025 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit Germany under the following terms and conditions

- (1) You will have to bear all expenses for the proposed visit;
- (2) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (3) Staying abroad over the sanctioned leave will not be allowed; and
- (4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully


(Masud Ahmed Khan)

Assistant General Manager

Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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

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Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Dhaka-North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Uttara Model Town Corporate Branch, Dhaka. They are requested to send his joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.


Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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