



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO-24801/5221

Date : 07 August 2025

BITHI SAHA (G-47111)  
Passport No. A12253213  
Senior Officer (IT)  
Sonali Bank PLC  
Principal Office, Bogura-North, Bogura  
Bangladesh.

**Subject : Sanction of 08 (Eight) days' leave (Outside Bangladesh) with full pay to visit Thailand.**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Bogura vide their letter no. 391 dated 30 July 2025, the authority has sanctioned 08 (Eight) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to visit Thailand under the following terms and conditions:

- (1) You will have to bear all expenses of 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

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC, General Manager's Office, Bogura.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Bogura-North, Bogura.  
They are requested to send her joining report after avail of leave.
03. Immigration Officer, All International Airports/Landports of Bangladesh.

  
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)

Human Resource Management Division (Sec-3)  
Head Office, Motijheel C/A.Dhaka-1000. Bangladesh.  
Phone : 88-02-223385529  
E-Mail:l. dgmhrmd@sonalibank.com.bd.

Hot Line: 16639  
Overseas+8809610016639





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Assistant General Manager

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