



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO-21144/5657

Date : 25 August 2025

UMME FATEMA JAHANARA RESMIN (G-33067)

Passport No. A17467464

Senior Officer (IT)

Sonali Bank PLC

Court Building Branch, Rajshahi

Bangladesh.


**Subject : Sanction of 44 (Forty four) days' leave (Outside Bangladesh) with  
full pay to visit USA .**

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Rajshahi, vide their letter no. 2439 dated 09 July 2025, the authority has sanctioned 44 (Forty four) days' leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission to visit USA 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.
- (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  
Court Building Branch, Rajshahi, Dhaka.

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

Human Resource Management Division (Sec-3)  
Head Office, Motijheel C/A.Dhaka-1000. Bangladesh.  
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Yours faithfully

Sd/-

(Masud Ahmed Khan)

Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. General Manager (Incharge) Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Rajshahi.
03. Assistant General Manager, Sonali Bank PLC, Court Building Branch, Rajshahi. They are requested to send her joining report after availment of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

  
Assistant General Manager

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