



**Sonali Bank PLC.**

*Credible and Smart*

No.HRMD/SEC-3/PF/SO-30846/5660

Date : 25 August 2025

SHAYEK AHMED (G-52751)

Passport No. B00754552

Senior Officer

Credit Administration Division

Sonali Bank PLC.

Head Office, Dhaka

Bangladesh.

**Subject : Sanction of 15 (Fifteen) 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 Credit Administration Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no- 166 dated 06 August 2025, the authority has sanctioned 15 (Fifteen) 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

  
(Masud Ahmed Khan)

Assistant General Manager

Masud Ahmed Khan  
Assistant General Manager  
Credit Administration 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.  
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Hot Line: 16639  
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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

- 01 Deputy General Manager, Credit Administration Division, Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
- 02 Immigration Officer, All International Airports/Landports of Bangladesh.

  
Assistant General Manager

Masud Ahmed Khan  
Assistant General Manager  
Credit Administration Division  
Sonali Bank PLC  
Head Office, Dhaka.

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