



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-18470)/4958

Date : 22 July, 2025

UMMA HABIBA (G-41468)

(Passport No- B00688093)

Principal Officer

Foreign Exchange Audit & Inspection Division

Sonali Bank PLC

Head Office

Dhaka, Bangladesh.

Subject: Sanction of 30 (Thirty) days' leave (Outside Bangladesh) with full pay to visit U.S.A.

Dear Sir,

Please refer to the letter no 304 dated 17 June, 2025 of Foreign Exchange Audit & Inspection Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Foreign Exchange Audit & Inspection Division, Sonali Bank PLC, Head Office, Dhaka, the Authority has sanctioned 30 (Thirty) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit U.S.A under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- Deputy General Manager, Foreign Exchange Audit & Inspection Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
- Mr. S.M. Fakhru Syed (G-44646), Senior Principal Officer, Foreign Exchange Audit & Inspection Division, Sonali Bank PLC, Head Office, Dhaka (as a guarantor).
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy.

Assistant General Manager

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

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