



সোনালী ব্যাংক লিমিটেড
SONALI BANK LIMITED

Human Resource Management Division(Sec-3)
Head Office, Motijheel C/A.
Dhaka-1000. Bangladesh.
Phone : 88-02-9551121
E-Mail:sbl.hrmd3@sonalibank.com.bd

No.HRMD/SEC-3/PF/SO-17352/9748

Dated:-25 July, 2018

MD ZILLUR RAHMAN SIKDER (G-33095)
Passport No: BM 0688436
Senior Officer
Business Development Division
Sonali Bank Limited
Head Office, Dhaka,
Bangladesh.

Subject : Sanction of 10 (ten) days leave (Outside Bangladesh) with full pay to visit the United States of America (USA).

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendation of Business Development Division, Sonali Bank Limited, Head Office, Dhaka the authority has sanctioned 10 (ten) days (Outside Bangladesh) with full pay from the date of availment with a permission to visit the United States of America (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 Limited / 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

Sd/-

(Md. Jahangir Hossain)
Assistant General Manager.

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Business Development Division, Sonali Bank Limited, Head Office, Dhaka. They are requested to send his joining report after availment of leave.
02. Deputy General Manager, Information Technology Division (Business IT), Sonali Bank Limited, Head Office, Dhaka. They are requested to upload the leave (Outside Bangladesh) sanction letter in the Bank's Website.
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain
Assistant General Manager (A-2116)
Human Resource Management Division
(Section-3&4)
Sonali Bank Limited
Head Office, Dhaka.