



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-13673/10683

Dated:-16 August, 2018

SENORA SHARMIN (C-38240)  
Passport No: BL 0666038  
Senior Officer  
Sonali Bank Limited  
Lalmatia Branch, Dhaka,  
Bangladesh

ইনকয়েরাধীন টেকনোলজি ডিভিশন(সিকিউ-৩)  
সোনালী ব্যাংক লিমিটেড, প্রধান কার্যালয়, ঢাকা।  
তারিখ: ১৬.০৮.২০১৮  
প্রতিঃ ১/১/১, কপিঃ ১/১, প্রোগ্রামিং: ১/১ (সোনালী)

১. উপস্থাপন করুন  
২. আলাপ করুন  
৩. প্রাপ্ত হবার দিন  
৪. বর্ণিত করুন  
৫. প্রয়োজনের পক্ষে মত  
৬. .... দিনের মধ্যে সম্পাদন করুন

১০.৮.১৮

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ডেপুটি জেনারেল ম্যানেজার

**Subject : Sanction of 15 (Fifteen) days leave (Outside Bangladesh) with full pay to visit the United States of America (USA).**

Dear Madam,

We have the pleasure to advise that in consideration of your application and recommendation of Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka the authority has sanctioned 15 (Fifteen) days leave (Outside Bangladesh) with full pay from the date of 06-09-2018 to 20-09-2018 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. General Manager, Sonali Bank Limited, General Manager's Office, Dhaka-2, Dhaka.
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. Deputy General Manager, Sonali Bank Limited, Principal Office, Dhaka West, Dhaka.
04. Assistant General Manager, Sonali Bank Limited, Lalmatia Branch, Dhaka. They are requested to send her joining report after availment of leave.
05. Immigration Officer, All International Airports/Landports of Bangladesh.
06. Master Copy/Personal File/Office Copy.

Assistant General Manager

Md. Jahangir Hossain  
Assistant General Manager (A-2018)  
Human Resource Management Division  
(Section-3&4)  
Sonali Bank Limited  
Head Office, Dhaka.