



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-1/7770

Date: 20 September, 2026

Md Rezwanul Islam (34077)
Passport No. A08893001
Deputy General Manager
Foreign Exchange Audit & Inspection Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Omrah.

Dear Sir,

Please refer to the letter no. 446 dated 31 August, 2026 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 the recommendation of Foreign Exchange Audit & Inspection Division, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 15 October, 2026 or from the date of availing with permission to visit K.S.A. for performing Holy Omrah under the following terms & conditions:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

As per approval of the authority Mr. Md. Harun-Or-Rashid (33848), Deputy General Manager, External Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka will take over the charge (as additional Charge) of Foreign Exchange Audit & Inspection Division temporarily during your leave period.

Yours Faithfully,
Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. 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 executive specifying the tenure of leave availed.
02. Deputy General Manager, Foreign Exchange Audit & Inspection Division, Sonali Bank PLC, Head Office, Dhaka.
03. Mr. Md. Harun-Or-Rashid (33848), Deputy General Manager, External Audit Compliance Division, Sonali Bank PLC, Head Office, Dhaka. He will take over the charge (as additional Charge) of Foreign Exchange Audit & Inspection Division during the sanctioned leave period of Md Rezwanul Islam.
04. Immigration Officer, All Airports, Bangladesh.
05. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

(Shamsuzzaman Talukder)

Assistant General Manager

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