Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/9071 Date: 11 November, 2026

Shamim Sultana (35823)
Passport No. A00207590
Assistant General Manager
Control & Monitoring Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject : **Sanction of 05 days leave (outside Bangladesh) with full pay to visit Singapore.**

Dear Sir,

Please refer to the letter no. 792 dated 03 November, 2026 of Control & Monitoring Division, Head Office, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Control & Monitoring Division, the competent authority has sanctioned you 05 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 02 January, 2027 or from the date of availing with permission to visit Singapore 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.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. Deputy General Manager, Control & Monitoring 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. Immigration Officer, All Airports, Bangladesh.
03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager
Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.