



**Sonali Bank PLC**  
*Credible and Smart*



NO. HRMD/OMD/SEC-1/7324

Date: 06 September, 2026

Md Khurshad Alam (35996)  
Passport No. A17993534  
Assistant General Manager  
Sonali Bank PLC  
Principal Office  
Cumilla-South, Cumilla  
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. 1842 dated 10 August, 2026 of Sonali Bank PLC, General Manager's Office, Cumilla on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of General Manager's Office, Cumilla, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays 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.

Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)  
Assistant General Manager

**Copy forwarded for kind information & necessary action to:**

01. General Manager (In charge), Sonali Bank PLC, General Manager's Office, Cumilla
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Cumilla-South, Cumilla with a request to send us the related joining report of the above executive specifying the tenure of leave availed.
03. Immigration Officer, All Airports, Bangladesh.
- ✓ 04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder  
Assistant General Manager  
Sonali Bank PLC  
Principal Office  
Cumilla-South, Cumilla  
Bangladesh

www.sonalibank.com.bd

Human Resource Management Division (Sec-1), Head Office, 35-42/44, Modjheel C/A, Dhaka-1000  
Phone: 02-223384515, 02-223385529

E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd

Hotline: 16639  
+8809610016639