



# Sonali Bank PLC

*Credible and Smart*

NO.HRMD/OMD/SEC-1/ 5325

Dated : 03 August 2025

Fowara Begum (35999)  
Assistant General Manager  
Sonali Bank PLC  
Dhaka Cantonment Corporate Branch  
Dhaka, Bangladesh.

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit China for medical treatment.**

Dear Sir,

Please refer to the letter no. 2307 dated 16 July 2025 of Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka on the above subject.

We have the pleasure to advise you that in consideration of your application and recommendation of General Manager's Office, Dhaka Central, Dhaka, the Authority has sanctioned 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit China for medical treatment under the following terms & conditions:

**Terms & Conditions :**

1. You will have to 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 in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

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

01. The General Manager, Sonali Bank PLC, General Manager's Office, Dhaka Central, Dhaka.
02. The Deputy General Manager (Incumbent), Sonali Bank PLC, Dhaka Cantonment Corporate Branch, Dhaka 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