



Sonali Bank PLC
Credible and Smart



NO.HRMD/OMD/SEC-1/7825

Date: 22 September, 2026

Mohammad Mominul Hoque (36779)
Passport No. A18181107
Assistant General Manager
CEO & Managing Director's Secretariat
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

U.S.A address:

92 Andover Dr. Wayne
New Jersey-07470, USA

Subject : **Sanction of 10 days leave (outside Bangladesh) with full pay to visit U.S.A.**

Dear Sir,

Please refer to the letter no. 172 dated 20 September, 2026 of CEO & Managing Director's Secretariat, 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 CEO & Managing Director's Secretariat, the competent authority has sanctioned you 10 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 24 September, 2026 or from the date of availing with permission to visit U.S.A. 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, CEO & Managing Director's Secretariat, 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
Head Office, Dhaka