



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2947

Dated : 23 April 2025

Rabaya Gazi (36786)
Assistant General Manager
Small & Medium Enterprise Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

**Subject : Sanction of 45 days leave (outside Bangladesh) with full pay to visit
K.S.A. for performing Holy Hajj-2025.**

Dear Sir,

Please refer to the letter no. 567 dated 06 April 2025 of Small & Medium Enterprise Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and the recommendation of Small & Medium Enterprise Division, the Authority has sanctioned 45 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit K.S.A for performing Holy Hajj-2025 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 traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will be valid only for performing Holy Hajj-2025.

Yours Faithfully,

Sd/-
(Mostak Ahmed)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Deputy General Manager, Small & Medium Enterprise 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
MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.