Sonali Bank PLC
Credible and Smart

NO. HRMD/OMD/SEC-1/8461 Date: 13 October, 2026

Mohammad Rayhan Sharif (37564)
Passport No. A03001389
Senior Principal Officer
Control & Monitoring Division
Sonali Bank PLC
Head Office
Dhaka, 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. 689 dated 20 September, 2026 of Control & Monitoring Division, 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 Control & Monitoring Division, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 01 November, 2026 or 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. 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 officer 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.