



Sonali Bank PLC

Credible and Smart

NO.HRMD/OMD/SEC-1/ 5322

Dated : 03 August 2025

Nur E Fatima (38141)
Superintending Engineer
Establishment & Engineering Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject : **Sanction of 20 days leave (outside Bangladesh) with full pay to visit Thailand for medical treatment.**

Dear Sir,

Reference may please be made to the letter no. 983 dated 21 July 2025 of Establishment & Engineering Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and Establishment & Engineering Division's recommendation, the Authority has sanctioned 20 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 17 August 2025 or from the date of availing with a permission to visit Thailand for medical treatment under the following terms & conditions:

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 remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)
Assistant General Manager

Copy forward for kind information & necessary action to:

01. The Additional Chief Engineer, Establishment & Engineering Division, Sonali Bank PLC, Head Office, Dhaka, with a request to send us the related joining report of the above officer specifying the date 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.