Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-18817/8981
Date : 08 November 2026

A R M RASHEDUL ISLAM (G-41488)
Passport No. A23767045
Senior Officer
Sonali Bank PLC.
Guzia Branch, Bogura
Bangladesh.

Subject : Sanction of 30 (Thirty) days' leave outside Bangladesh with full pay to medical treatment in India.

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Manager's Office, Bogura vide their letter no-784 dated 08 October 2026, the authority has sanctioned 30 (Thirty) days'leave outside Bangladesh with full pay including transit period and government/ weekly holidays from the date of avail with permission for medical treatment in India under from the following terms and conditions:

(1) You will have to bear all expenses for the proposed visit;
(2) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
(3) Staying abroad over the sanctioned leave will not be allowed; and
(4) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully
Sd/ -
(Mahfuja Ferdous)
Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC, General Manager's Office, Bogura
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Bogura-North, Bogura.
03. Manager, Sonali Bank PLC, Guzia Branch, Bogura. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh

Mahfuja Ferdous
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka

Assistant General Manager

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