



Sonali Bank PLC
Credible and Smart



NO.HRMD/OMD/SEC-1/7378

Date : 08 September, 2026

Rafiba Hoque Alin (41851)
Passport No. A07332095
Senior Principal Officer
Human Resource Development Division
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.

Subject : Sanction of 15 days leave (outside Bangladesh) with full pay to visit Singapore for medical treatment.

Dear Sir,

Please refer to the letter no. 2206 dated 06 September, 2026 of Human Resource Development 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 Human Resource Development Division, the competent authority has sanctioned you 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 11 October, 2026 or from the date of availing with permission to visit Singapore for medical treatment 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.

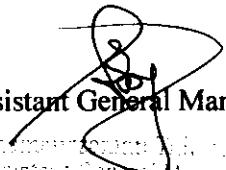
Yours Faithfully,

Sd/-

(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. Deputy General Manager, Human Resource Development 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/OMD/SEC-1/7378

www. sonalibank.com.bd	Human Resource Management Division (Sec-1), Head Office, 35-42, 44, Motijheel C/A, Dhaka-1000 Phone: 02-223384515, 02-223385529 E-mail: dgmhrmd@sonalibank.com.bd, sbl.hrmd1@sonalibank.com.bd	Hotline: 16639 +8809610016639
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