



Sonali Bank PLC

Credible and Smart

NO.HO/HRMD/OMD/SEC-5/(SOC-10701)/5720

Dated : 17 August, 2025

NASIR UDDIN (G-42653)

(Passport No-A01761161)

Senior Officer Cash

Sonali Bank PLC

Golapgonj Branch, Sylhet.

Subject : Sanction of 15 (Fifteen) Days Leave (Outside Bangladesh) with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir,

We have the pleasure to advise that in consideration of your application and recommendations of Sonali Bank PLC, General Managers Office, Sylhet vide their letter no. 1594 dated 29 July, 2025, the authority has sanctioned 15 (Fifteen) days leave (outside Bangladesh) with full pay including transit period and government/weekly holidays from the date of availing with a permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms & conditions:-

- You will have to bear all expense of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will remain valid for 03(three) months from date of issue.

Yours faithfully,

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17.08.2025
(Sultana Razia)
Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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Human Resource Management Division (Section-5)

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