



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO-21920/8209

Date: 05 October 2026

FARHANA AKTER RUBY (G-45584)

Passport No. A11397873

Senior Officer

Sonali Bank PLC.

Bawaninagar Branch, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) 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, Dhaka-Central, Dhaka, vide their letter no-2586 dated 14 September 2026, the authority has sanctioned 45 (Forty Five) 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 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

(Mahfuja Ferdous)

Assistant General Manager

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



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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, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Dhaka-East, Dhaka.
03. Manager, Sonali Bank PLC. Bawaninagar Branch, Dhaka. They are requested to send her joining report after avail of leave.
04. Immigration Officer, All International Airports/ Landports of Bangladesh.

Assistant General Manager

Assistant General Manager

Human Resource Management Division

Sonali Bank PLC

www.sonali-bank.com.bd

Human Resource Management Division (Sec-1)

Head Office: Motmedh G/A Dhaka-1000, Bangladesh

Phone: 88-02-223385529

E-Mail: dhhrmdk@sonalibank.com.bd

Hotline: 16039

Overseer: 8809610016639