



SONALI BANK PLC
Credible & Smart

NO.HO/HRMD/OMD/SEC-4/(PF-25088)/5401

Dated : 03 August, 2025

MOFAZZAL HOSSAIN (G-47894)

(Passport No-A15535456)

Officer

Sonali Bank PLC.

Kalihati Branch,

Tangail.

Subject : Sanction of 30 (Thirty) Days Leave (Outside Bangladesh) with full pay to visit India as Medical Attendant.

Dear Sir,

With reference to your application dated 25 June 2025 on the above-mentioned subject.

We would like to inform you that, in consideration of your application and the recommendation of the General Manager's Office, Jamalpur, the authority has sanctioned 30 (Thirty) days of leave (outside Bangladesh) with full pay from the date of availing, with permission to visit India as medical Attendant, under the following terms and conditions:

Terms & Conditions:

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

Yours faithfully,

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Phone :+8802223384515

Copy forwarded for kind information & necessary action to:-

01. General Manager, Sonali Bank PLC, General Manager's Office, Jamalpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Ghatail-Tangail, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, Kalihati Branch, Tangail.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Personal File/Confidential File/Master Copy.


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

www.sonali bank.com.bd

Human Resource Management Division (Sec-4), Head Office, 35-42,44 Motijheel Commercial Area, Dhaka. Phone: 02223384515,

Email: sbl.hrmd4@sonalibank.com.bd

Hotline:16639. From
Abroad:+880910016639