



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO -26891/8203

Date: 08 October 2026

TANMAY SAHA (G-48266)

Passport No. A11755301

Senior Officer

Sonali Bank PLC.

Principal Office, Gopalganj.

Bangladesh.

Subject : Sanction of 20 (Twenty) days' leave (Outside Bangladesh) with full pay to visit 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, Faridpur vide their letter no-2520 dated 14 September 2026 the authority has sanctioned 20 (Twenty) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to visit India as medical attendant 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

Sd/ -

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action:

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

Assistant General Manager

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

www: sonalibank.com.bd

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Yours faithfully

(Mahfuja Ferdous)

Assistant General Manager

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Assistant General Manager
Human Resource Management Division
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Head Office, Dhaka