



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO - 25315/8204

Date: 08 October 2026

MD SHAMIM HOSSAIN (G-48664)

Passport No. A09958557

Senior Officer

Hazrat Shahjalal International Airport Branch, Dhaka

Bangladesh.

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 Manager's Office, Dhaka-North, Dhaka vide their letter no. 3414 dated 14 September 2026, the authority has sanctioned 15 (Fifteen) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) 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-North, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Mirpur.
03. Assistant General Manager, Sonali Bank PLC, Hazrat Shahjalal International Airport Branch, Dhaka with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
04. Immigration Officer, All International Airports/Landports of Bangladesh.

Assistant General Manager