Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO -27705/8915
Date: 05 November 2026

H. M. ARIN (G-51022)
Passport No. A08684095
Senior Officer
Sonali Bank PLC
Kalatia 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 South, Dhaka vide their letter no-3017 dated 14 October 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 from 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, Dhaka South, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Keraniganj, Dhaka.
03. Manager, Sonali Bank PLC, Kalatia 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

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

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Assistant General Manager

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