



SONALI BANK PLC
Credible & Smart

NO.HO/HRMD/OMD/SEC-4/7409

Date: 10 September, 2026

Mr. MOHIMENUL ISLAM (51996)

(Passport No: A03398947)

Officer

Sonali Bank PLC

Krishi Bhaban Branch,

Dhaka.

Subject : Sanction of 15 (fifteen) days'Leave (Outside Bangladesh) with full pay, with permission to visit Saudi Arabia for performing the Holy Umrah.

Dear Sir,

With reference to your application dated 09 August 2026 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, Dhaka Central, Dhaka, the authority has sanctioned **15 (fifteen)** days of leave (outside Bangladesh) with full pay from the date of availing, with permission to visit Saudi Arabia for performing the Holy Umrah, 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/-

(Mahfuja Ferdous)

Assistant General Manager

Copy forwarded for kind information & necessary action to:-

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

Assistant General Manager

www.sonalibank.com.bd

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