



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO - 29820/8431

Date: 13 October 2026

MD SYFUL ISLAM (G-52261)

Passport No. A20893088

Senior Officer

Sonali Bank PLC

Wage Earner's Corporate Branch, Dhaka

Bangladesh.

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay
for 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 Central, Dhaka vide their letter no-2679 dated 23 September 2026, the authority has sanctioned 30 (Thirty) 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 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

(Mahfuja Ferdous)

Assistant General Manager

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



Sonali Bank PLC.
Credible and Smart



No.HRMD/SEC-3/PF/SO - 29820/8431

Date: 13 October 2026

MD SYFUL ISLAM (G-52261)

Passport No. A20893088

Senior Officer

Sonali Bank PLC

Wage Earner's Corporate Branch, Dhaka

Bangladesh.

**Subject : Sanction of 30 (Thirty) days leave (Outside Bangladesh) with full pay
for 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 Central, Dhaka vide their letter no-2679 dated 23 September 2026, the authority has sanctioned 30 (Thirty) 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 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-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC. Wage Earner's Corporate Branch, Dhaka.
They are requested to send his joining report after avail of leave
03. Immigration Officer, All International Airports/Landports of Bangladesh.
04. Master Copy /Personal File/Office Copy.

Assistant General Manager

Mahfuja Ferdous

Assistant General Manager

Human Resource Management

www.sonali-bank.com.bd

Human Resource Management Division (Sec-3)

Head Office: Monirheel C/A Dhaka-1000 Bangladesh

Phone: 8802223333333

E-Mail: hrmd@sonali-bank.com.bd

Hot Line: 16639

Overseas+8809610016639