Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO –31381/8431
Date: 19 October 2026

OWAHIDUR RAHMAN (G-52873)
Passport No. A09481794
Senior Officer
Sonali Bank PLC
Daulatpur Corporate Branch, Khulna
Bangladesh.

Subject : Sanction of 30 (Thiry) 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, Khulna vide their letter no. 2678 dated 13 September 2026, the authority has sanctioned 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 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, Khulna.
02. Deputy General Manager, Sonali Bank PLC. Daulatpur Corporate Branch, Khulna. They are requested to send his joining report after avail of leave.
03. 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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