**SONALI BANK PLC**
*Credible & Smart*

NO.HO/HRMD/OMD/SEC-4/8748 Date: 05 November, 2026

**MR. MD SABUJ PRAMANIK (55000)**
(Passport No: A23604539)
Officer
Sonali Bank PLC
Boalmari Branch,
**Faridpur.**

**Subject : Sanction of 20 (twenty) days'Leave (Outside Bangladesh) with full pay, with permission to visit India as an Attendant.**

Dear Sir,
With reference to your application dated 23 September, 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, Faridpur, the authority has sanctioned **20 (twenty)** days of leave (outside Bangladesh) with full pay from the date of availing, with permission to visit India as an Attendant for Wife's Medical Treatment, 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 (Incharge), Sonali Bank PLC, General Manager's Office, Faridpur.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Faridpur, **with a request to send the joining report of the related officer specifying the date of leave availment.**
03. Manager, Sonali Bank PLC, Boalmari Branch, Faridpur.
04. Immigration Officer, All Airports/All Land Ports, Bangladesh.
05. Personal File/Confidential File/Master Copy.

Assistant General Manager

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