



**Sonali Bank PLC.**

***Credible and Smart***

No.HRMD/SEC-3/PF/SO-28021/5658

Date: 25 August 2025

MD ABDUL MOTTALEB (G-51290)

Passport No. B00527056

Senior Officer

Branches Control Division

Sonali Bank PLC.

Head Office, Dhaka

Bangladesh.


**Subject : Sanction of 30 (Thirty) 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 Branches Control Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no- 2390 dated 06 August 2025, 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

  
(Masud Ahmed Khan)  
Assistant General Manager



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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

**Copy forwarded for kind information & necessary action:**

01. Deputy General Manager, Branches Control Division, Sonali Bank PLC. Head Office, Dhaka. They are requested to send his joining report after avail of leave.
02. Immigration Officer, All International Airports/Landports of Bangladesh.

  
Assistant General Manager

**www: sonalibank.com.bd**

Human Resource Management Division (Sec-3)  
Head Office, Motijheel C/A.Dhaka-1000. Bangladesh.  
Phone : 88-02-223385529  
E-Mail:l. dgmhrmd@sonalibank.com.bd.

Hot Line: 16639  
Overseas+8809610016639