



**Sonali Bank PLC.**  
*Credible and Smart*

No.HRMD/SEC-3/PF/SO -24538/4538

Date: 10 July 2025

MD AHSAN HABIB (G-46720)

Passport No. A15123011

Senior Officer (IT)

Sonali Bank PLC

Mathsha Gabeshana Institute Branch, Mymensingh  
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, Mymensingh vide their letter no - 918 dated 20 May 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

Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
13/A, Motijheel, Dhaka.

<a href="http://www.sonalibank.com.bd">www: sonalibank.com.bd</a>	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
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Yours faithfully

Sd/ -

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. General Manager, Sonali Bank PLC. General Manager's Office, Mymensingh.
02. Deputy General Manager, Sonali Bank PLC. Principal Office, Mymensingh.
03. Manager, Sonali Bank PLC, Mathsha Gabeshana Institute Branch, Mymensingh. They are requested to send his joining report after avail of leave.
04. Immigration Officer, All International Airports/Landports of Bangladesh.
05. Master Copy /Personal File/Office Copy.

  
Masud Ahmed Khan  
Assistant General Manager  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka

Assistant General Manager

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

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