SONALI BANK PLC
Credible and Smart

NO. HRMD/OMD/SEC-2/(PF-25789)/9175

Date: 19 November, 2026

FARZANA ZAMAN (G-48297)
(Passport No- A01905979)
Principal Officer
Sonali Bank PLC
Khulna Corporate Branch, Khulna
Bangladesh.

Subject: Sanction of 15 (Fifteen) days' leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Umrah.

Dear Sir,
Please refer to the letter no 3165 dated 27 October, 2026 of Sonali Bank PLC, General Manager's Office, Khulna on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Sonali Bank PLC, General Manager's Office, Khulna, the Authority has sanctioned 15 (Fifteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit K.S.A for performing Holy Umrah under the following terms & conditions:

Terms & Conditions:

1. You will bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of the People's Republic of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issuance.

Yours Faithfully,

Sd/-
(Shamsuzzaman Talukder)
Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. General Manager, Sonali Bank PLC, General Manager's Office, Khulna.
02. Deputy General Manager, Sonali Bank PLC, Khulna Corporate Branch, Khulna, with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/ All Landports, Bangladesh
04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder
Assistant General Manager
Sonali Bank PLC
HRMD (SEC-1/2), HO, Dhaka.