



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 5247

Dated : 03 August 2025

Arifur Rahman Bhuiyan (38065)
Assistant General Manager
Company Affairs & Board Division
Sonali Bank PLC
Head Office
Dhaka, Bangladesh.

Subject: Sanction of 06 days leave (outside Bangladesh) with full pay to visit Egypt.

Dear Sir,

Please refer to the letter no. 609 dated 21 July 2025 of Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka on the captioned subject.

We have to advise you that in consideration of your application and divisional recommendation, the Authority has sanctioned 06 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 24 October 2025 or from the date of availing with a permission to visit Egypt under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The Period of traveling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Copy forwarded for kind information & necessary action to:

01. The Company Secretary, Company Affairs & Board Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. Immigration Officer, All Airports, Bangladesh.
- ✓ 03. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

MOSTAK AHMED
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.