



No.HRMD/SEC-3/PF/SO-21288/3250

Date : 02 May 2024

FARIDA YEASMIN(G-34258)  
Passport No. A11914270  
Senior Officer (IT)  
Human Resource Management Division  
Sonali Bank PLC  
Head Office, Dhaka  
Bangladesh.

**Subject : Sanction of 45 (Forty Five) days' leave outside Bangladesh with full pay to perform the "Holy Hajj -2024" in the Kingdom of Saudi Arabia (KSA).**

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Human Resource Management Division, Sonali Bank PLC, Head Office, Dhaka the authority has sanctioned 45(Forty Five) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the "Holy Hajj -2024" in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Hajj -2024;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully

Sd/-

(Masud Ahmed Khan)

Assistant General Manager

Copy forwarded for kind information & necessary action:

01. Deputy General Manager, Human Resource Management 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.

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

Assistant General Manager



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

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(Masud Ahmed Khan)

Assistant General Manager

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Assistant General Manager  
Human Resource Management Division  
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Head Office, Dhaka.

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