



Sonali Bank PLC
Credible and Smart



NO. HRMD/OMD/SEC-2/(PF-16234)/7670

Date: 29 September, 2026

KHAIRUNNAHER (G-42951)
Passport No- A08473589
Principal Officer
Sonali Bank PLC
Lalmatia Branch
Dhaka, Bangladesh.

Subject: Sanction of 15 days' leave (outside Bangladesh) with full pay to visit Malaysia and Singapore.

Dear Sir,

Please refer to the letter no. 2508 dated 06 September, 2026 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka on the captioned subject.

We have the pleasure to advise you that in consideration of your application and the recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka, the competent Authority has sanctioned you 15 days' leave (outside Bangladesh) including transit period and government/weekly holidays from 15 October, 2026 or afterwards from the date of availing with permission to visit Malaysia and Singapore 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, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Ramna, Dhaka.
03. Assistant General Manager, Sonali Bank PLC, Lalmatia Branch, Dhaka with a request to send us the related joining report of the above officer specifying the tenure of leave availed.
04. Immigration Officer, All Airports/ All Landports, Bangladesh.
05. 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.