



**SONALI BANK PLC**

*Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-16677)/5526

Date : 21 August, 2025

KHALID BIN AZAD (G-43137)

(Passport No- A09046450)

Principal Officer

Human Resource Management Division

Sonali Bank PLC

Head Office, Dhaka

Bangladesh.

Subject: Sanction of 15 (Fifteen) days' leave (Outside Bangladesh) with full pay to visit Singapore.

Dear Sir,

Reference may please be made to your application on the captioned subject.

We have the pleasure to advise you that in consideration of your application and recommendation of Human Resource Management Division, Sonali Bank PLC, Head Office, Dhaka, 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 Singapore as medical attendant under the following terms & conditions:

- a) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of People's Republic of Bangladesh.
- b) The period of travelling will be adjusted from earned leave.
- c) Staying abroad over the sanctioned leave is strictly prohibited.
- d) This sanction letter will remain valid for 03 (three) months from the date of issue.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:

01. Assistant General Manager, Human Resource Management Division, Section-7, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
02. Immigration Officer, All Airports/All Land Ports, Bangladesh.
03. Website Copy.

Assistant General Manager.

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

www: sonalibank.com.bd

Human Resource Management Division, Officer Management Department  
(Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.  
Phone: 02-223384515, 02-223385529, Ext-3233, 3241  
E-mail: dgmrmd@sonalibank.com.bd, sbipmd2@sonalibank.com.bd

Hot Line: 16639  
From Abroad:  
+8809610016639