Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-2/(PF-23949)/8392 Date: 13 October, 2026

MD ASIBUR RAHMAN (G-46508)
Passport No. A03416058
Principal Officer
Sonali Bank PLC
Bera Branch
Pabna, Bangladesh.

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

Dear Sir,

Please refer to the letter no. 3445 dated 24 September, 2026 of Sonali Bank PLC, General Manager's Office, Rajshahi 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, Rajshahi, the competent Authority has sanctioned you 15 days' leave (outside Bangladesh) including transit period and government/ weekly holidays from 08 November, 2026 or afterwards from the date of availing with permission to visit Thailand as medical attendant 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 (Incharge), Sonali Bank PLC, General Manager's Office, Rajshahi.
02. Deputy General Manager, Sonali Bank PLC, Principal Office, Pabna.
03. Manager, Sonali Bank PLC, Bera Branch, Pabna with a request to send us the related joining report of the above officer specifying the date 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.