



Sonali Bank PLC
Credible & Smart



No. HRMD/SEC-6/L_OUTSIDE/SS-1(Tech)/7347

Dated: 15 September, 2026

MD FARUK KHAN (G-35089)

Supporting Staff-1 (Technical)

(Passport No: A23167652)

Employees Welfare and Transport Division

(Transport Department)

Sonali Bank PLC

Head Office, Dhaka.

Subject: Sanction of 14 (Forteen) days' leave (Outside Bangladesh) with full pay to visit K.S.A for performing holy Umrah.

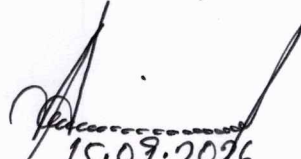
Dear Sir

We have the pleasure to advise that, in consideration of your application and recommendation of Employees Welfare and Transport Division (Transport Department), Sonali Bank PLC, Head Office, Dhaka vide their letter no 769 dated 13-09-2026, the competent authority has sanctioned 14 (Forteen) days' leave with full pay (Outside Bangladesh) including transit period and government weekly holidays, from the date of availing the leave with permission to visit K.S.A for performing holy Umrah subject to the following terms & conditions:

Conditions:

- 1) You shall bear all expenses related to the proposed visit. There will be no financial involvement of Sonali Bank PLC or The Government of the People's Republic of Bangladesh.
- 2) The sanctioned 'Leave outside Bangladesh' shall be adjusted against your earned leave.
- 3) You shall not remain outside Bangladesh beyond the sanctioned period.
- 4) This sanction letter shall remain valid for a period of 3 (Three) months from the date of its issuance.

Yours faithfully


15.09.2026
(Kazi Arif Iqbal)

Assistant General Manager

Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.



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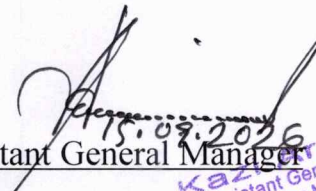
Sd/-

(Kazi Arif Iqbal)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. Deputy General Manager, Employees Welfare and Transport Division, Sonali Bank PLC, Head Office, Dhaka.
2. Immigration Officer, All Airports/Land ports, Bangladesh.
3. Website Copy/Master Copy/Office Copy.


15.09.2026
Assistant General Manager
Kazi Arif Iqbal
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.