



Sonali Bank PLC
Credible & Smart



No. HRMD/SEC-6/L_OUTSIDE/SS-1/5545

Dated: 01 September, 2026

MD MUFASSIL ALI (G-35077)

Supporting Staff-1

(Passport No: A21176601)

Sonali Bank PLC

Moulvibazar Branch

Moulvibazar.

**Subject: Sanction of 15 (Fifteen) 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 Sonali Bank PLC, General Manager's Office, Sylhet, vide their letter no 2115 dated 29-07-2026, the competent authority has sanctioned 15 (Fifteen) 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 period approved by the competent authority.
- 4) This sanction letter shall remain valid for a period of 3 (Three) months from the date of its issuance.

Yours faithfully

(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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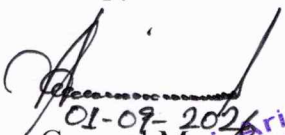
Sd/-

(Kazi Arif Iqbal)

Assistant General Manager

Copy forwarded for kind information & necessary action:

1. General Manager, Sonali Bank PLC, General Manager's Office, Sylhet.
2. Deputy General Manager, Sonali Bank PLC, Principal Office, Moulvibazar.
3. Assistant General Manager, Moulvibazar Branch, Moulvibazar, with a request to send the related joining report of the above staff specifying the date of leave availed.
4. Immigration Officer, All Airports / Land ports, Bangladesh.
5. Website Copy/Master Copy/Office Copy.


01-09-2026
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.

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