



Sonali Bank PLC

Credible and Smart

No. HRMD/SEC-5/HAJJ_KSA/OC-36060/3061

Date: 30 April, 2025

MUHAMMAD ABDUL HAQUE (G-41044)

Officer Cash

(Passport No: A08722411)

Sonali Bank PLC

Habiganj Branch, Habiganj.

**Subject: Sanction of 45 (Forty Five) days leave (Outside Bangladesh) with full pay to visit
Kingdom of Saudi Arabia for performing Hajj.**


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 714 dated 10/04/2025, the authority has sanctioned **45 (Forty Five)** days leave with full pay (Outside Bangladesh) including transit period and government/weekly holidays from the date of availing with a permission to visit Kingdom of Saudi Arabia for performing Hajj under the following terms & conditions:

Conditions:

- 1) You have to bear all expenses of the proposed visit. There will be no financial involvement of Sonali Bank PLC/Govt. of Bangladesh.
- 2) This sanctioned leave will be treated as 'Leave outside Bangladesh'.
- 3) Over staying is strictly prohibited.
- 4) This sanction letter is valid for 03 (Three) months from the date of issue.

Yours faithfully,


30.04.2025

(Sultana Razia)

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

[www: sonalibank.com.bd](http://www.sonalibank.com.bd)

Human Resource Management Division (Section-5), Head Office, Sonali Bank PLC
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Yours faithfully,


Sd/-

(Sultana Razia)

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, Habiganj. Please send the joining report of the related officer specifying the date of leave availed.
3. Assistant General Manager, Sonali Bank PLC, Habiganj Branch, Habiganj.
4. Immigration Officer, All Airport, All Land port, Bangladesh.
5. Personal File/Master Copy.


30.04.2025
Sultana Razia
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC.
Head Office, Dhaka.