



SONALI BANK PLC

Credible and Smart

NO. HRMD/OMD/SEC-2/(PF-21726)/8020

Date: 06 October, 2026

SHAMEMA JAHAN (45030)

Passport No. A02009777

Principal Officer

Sonali Bank PLC

Gulshan Corporate Branch

Dhaka, Bangladesh.

Subject: Sanction of 16 (Sixteen) days' leave (outside Bangladesh) with full pay to visit Thailand.

Dear Sir

Please refer to the letter no. 2569 dated 13 September, 2026 of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka 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, Dhaka-Central, Dhaka, the competent Authority has sanctioned you 16 (Sixteen) days' leave (outside Bangladesh) including transit period and government/weekly holidays 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, Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka.
02. Deputy General Manager, Sonali Bank PLC, Gulshan Corporate Branch, Dhaka with a request to send us the related joining report of the above officer specifying the date of leave availed.
03. Immigration Officer, All Airports/ All Landports, Bangladesh.
04. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

Shamsuzzaman Talukder

Assistant General Manager, Human Resource Management Division, Officer Management Department
Sonali Bank PLC (Section-2), Head Office: 35-42, 44 Motijheel C/A, Dhaka-1000.
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