



Sonali Bank PLC

Credible and Smart

NO. HRMD/OMD/SEC-1/ 2362

Dated : 27 March 2025

Siddiqur Rahman (42249)
Senior Principal Officer (Manager)
Sonali Bank PLC
Foreign Exchange Branch
Moulvibazar, Bangladesh.

Subject : **Sanction of 15 days leave (outside Bangladesh) with full pay to visit Thailand for medical treatment.**

Dear Sir,

Please refer to the letter no. 573 dated 12 March 2025 of Sonali Bank PLC, General Manager's Office, Sylhet on the captioned subject.

We have to advise you that in consideration of your application and recommendation of General Manager's Office, Sylhet, the Authority has sanctioned 15 days leave (outside Bangladesh) including transit period and government/ weekly holidays from the date of availing with a permission to visit Thailand for medical treatment under the following terms & conditions:

Terms & Conditions :

1. You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
2. The period of travelling will be adjusted from earned leave.
3. Over stay in abroad will not be allowed.
4. This sanction letter will remain valid for 03 (three) months from the date of issue.
5. During your sanctioned leave period Mr. Md. Shafiul Alam (48399), Senior Officer, Sonali Bank PLC, Foreign Exchange Branch, Moulvibazar will take over the charges of the Branch temporarily.

Yours Faithfully,

(Mostak Ahmed)
Assistant General Manager

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