



Sonali Bank PLC.

Credible and Smart

No.HRMD/SEC-3/PF/SO-22383/7571

Date : 09 October 2024

MD MOZAMMEL HUQ (G-33633)
Passport No. A14031479
Senior Officer
Establishment & Engineering Division
Sonali Bank PLC
Head Office, Dhaka
Bangladesh.


Subject : Sanction of 10 (Ten) days' leave outside Bangladesh with full pay to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA).

Dear Sir

We have the pleasure to advise that in consideration of your application and recommendations of Establishment & Engineering Division, Sonali Bank PLC, Head Office, Dhaka vide their letter no. 626 dated 11 September 2024 the authority has sanctioned 10 (Ten) days' leave outside Bangladesh with full pay including transit period and government/weekly holidays from the date of avail with permission to perform the Holy Umrah in the Kingdom of Saudi Arabia (KSA) under the following terms and conditions:

- (1) This sanctioned leave will be treated as leave outside Bangladesh only to perform the Holy Umrah;
- (2) You will have to bear all expenses for the proposed visit;
- (3) There will be no financial involvement of Sonali Bank PLC./Government of Bangladesh;
- (4) Staying abroad over the sanctioned leave will not be allowed; and
- (5) This sanction letter is valid for 03 (three) months from the date of issue.

Yours faithfully


(Masud Ahmed Khan)
Assistant General Manager
Masud Ahmed Khan
Assistant General Manager
Human Resource Management Division
Sonali Bank PLC
Head Office, Dhaka.

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

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