

**SONALI BANK PLC***Credible and Smart*

NO.HO/HRMD/OMD/SEC-2/(PF-21726)/2484

Date : 24 April, 2025

SHAMEMA JAHAN (G-45030)

(Passport No- A02009777)

Principal Officer

Sonali Bank PLC

Gulshan Corporate Branch, Dhaka

Bangladesh.

Subject : Sanction of 45 (Forty Five) day's leave (outside Bangladesh) with full pay to visit K.S.A. for performing Holy Hajj-2025.

Dear Sir,

Please refer to the letter no 1246 dated 09 April, 2025 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 recommendation of Sonali Bank PLC, General Manager's Office, Dhaka-Central, Dhaka, the Authority has sanctioned 45 (Forty Five) days' leave (outside Bangladesh) including transit period and government/weekly holidays from the date of availing with permission to visit K.S.A for performing Holy Hajj-2025 under the following terms & conditions:-

- You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC/Government of Bangladesh.
- The Period of travelling will be adjusted from earned leave.
- Staying abroad over the sanctioned leave is strictly prohibited.
- This sanctioned letter will be valid only for performing Holy Hajj-2025.

Yours faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

Phone: +8802223385529

Copy forwarded for kind information & necessary action to:-

- General Manager, Sonali Bank PLC, General Manager's Office, Dhaka-Central; Dhaka.
- 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.
- Immigration Officer, All Airports/All Land Ports, Bangladesh.
- Website Copy.

Assistant General Manager

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

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