

From :

Nayesh . N

SFO/00886

Lo, Clappara

To :

Sanjay Dath

A. H. Kattaram Area

Dear Sir,,

I am writing to sincerely apologize for accepting Company - related Payments in to my Personal account via Google Pay. I understand that this is against Company rules and I am truly sorry for this mistake. This happened because some customers were not physically present to scan the official QR-code and in an effort to ensure the payment was completed without delay, I used my account with the help of other members to facilitate the transaction. My only intention was to help the customer and complete the work, but I now realize that I should have followed the official protocol instead. I want to assure you that I will strictly follow all company rules moving forward and will never accept Company Cash in to my Personal account again. I hope you will understand the situation and accept my apology.

Sincerely

Nayesh #