

To,  
The HR  
Spandana Sphery Financial Ltd.

Sir/Madam

I am requested to, I am Faisal Mondal  
(EMP ID - SF0078216) from Beldanga Branch  
(WB 3806) as a Branch Manager, I present  
at Branch and Sadenly my family member  
Accident at home, and I am going to home.  
My ID not log out from wrongly, So Approve  
leave from my ID.

There fore,  
I politely Requested to you, this  
mistake won't happen again, I apologize for  
this mistake.

Place - Beldanga  
Date - 14/05/2015  
Ph: - 8317809733

Yours faithful  
Faisal Mandel  
SF0078216