

13-04-2023

To,
Nikhil
State HR
Kavala

From,
Avin Chavla
Area Head
wardoor

Dear Team,

I have received the Show Cause notice regarding the use of inappropriate language towards employees. During the performance analysis discussions I observed that some employees were providing false commitments and inaccurate delay reports. In that situation, I lost my temper and used inappropriate words unintentionally.

I sincerely apologise for my behaviour and for using such language. I understand that this is not acceptable and I assure you that ~~this is not~~ such incidents will not happen again. In the future, I will handle all situations more professionally and respectfully going forward.

Kindly consider my explanation.

Thankyou

Avin Chavla
