

To
The HR department Spandana Spicity Financial Ltd.
Sub: Explanation letter for my work negligence.
Sir,

With due respect that I beg to state that I am
Pabitra Kumar Jera Branch manager of Rabana Branch
Sir I extremely sorry for my this type of work
negligency because of my Branch one borrower Mr
Bheera loan ID 35/445174 has closed their loan in date
04/05/2025 and amount of 11896 but I made the entry
in my name but I since he is a regular borrower and
then I connection their loan and that day some time
people were arguing with me in my branch about the
loan so I was busy and could not ^{make} an entry in
loan officer name. Sir then I fill in filled but
not return box time so I have mistakenly entry in
demand side. Sir I realised this type of work not
acceptable Sir give me one chance and I committed you
this type of mistake not happen again.

I am again sorry that I disappointed
you but I assure you that you will not hear such
complain again. I will put all my focus on my
work. I hope you accepted my apology.

Date - 28/05/25

Thank you
Best regards.
Name - Pabitra Kumar Jera
Emp ID - 80045703.
Branch - Rabana.