



SPANDANA

Unauthorized Absence Show Cause Notice

Date : 13/6/2026

To,
Employee Name : Priyojit Mandal
Employee ID : SF0101611
Designation : Credit Assistant
Branch : WB3719

Subject : Unauthorized Absence Show Cause Notice

Dear Priyojit Mandal,

It has been reported that due care is not being taken by you while discharging your job responsibilities. An allegation of unauthorized absence from 10/06/2026 to till date has been made against you.

Please be advised that any Un authorized Absence on the part of any official of the Company while discharging the official responsibilities or any deviation from the Company policies during the same is a serious misconduct as per the procedures & policies of the Company. The above act of yours if proven will amount to serious misconduct on your part, a gross violation of the Company's procedures & policies and attracts disciplinary actions.

Given the above, you are advised to report to your designated work location immediately or connect with your Reporting Manager / Location HR to regularize your attendance or apply for leave for the absent period within four (4) days of receiving this notice through your registered personal email ID, in case of reasonable cause. Failure to comply will result in the Company proceedings based on available records, presuming that you have accepted the alleged charges and you are not showing interest in the employment of our company and action will be taken accordingly.

For Spandana Sphoorty Financial Limited
Authorized Signatory

Ranjeeta Gupta
Vice President (Human Resources)