

To  
THE HR OF SPANDANA SPHOORTY FINANCIAL LTD.

Sub-(Apologies letter)

Respected,

I am writing this letter to offer my sincerest apologies for my mistake, understanding the inconvenience and disappointment this may have caused you and the team.

I take immediate responsibility for my actions and assure you that this situation does not reflect my usual standard of work.

once again, I apologize for any inconvenience caused and appreciate your understanding and support during this time. If you have any further questions or concerns, please do not hesitate to contact me.

Thank you

NAME: Rakesh Kumar Shoo  
EMP ID - SF008851  
BRANCH - SOND

Date: 30/5/2025