

Dear Sir/Madam

I am Nagma Khan bearing employee ID-SF0100752, working as a credit assistant in your organization from last almost a year. During my tenure I have been working with my sincerity & did the assignments with the dedication with adhering to the company rules & laws.

But a few days back I had assigned a trainee & without taking any permission from my seniors. I sent the trainee on 10 she filed for the collection. It was purely unintentionally & unwisely done by me.

I Promise you that such incidents will not be repeated again in future by me

Yours sincerely

Name :- Nagma Khan
Employee ID :- SF0100752

Designation :- Credit Assistant

Branch :- DR10376

DD: 21.07.2024