



## **SPANDANA**

### **Unauthorized Absence Show Cause Notice**

**Date : 12/4/2025**

To,  
**Employee Name** : Khitish Sahu  
**Employee ID** : SF0067411  
**Designation** : Credit Assistant  
**Branch** : OR2760-Lathor

### **Subject : Unauthorized Absence Show Cause Notice**

Dear Khitish Sahu,

With reference to the Complaint ID DC-FY-2025-00295 which has been reported on 11/04/2025.

It has been reported that due care is not being taken by you while discharging your job responsibilities. An allegation of unauthorized absence from 30/03/2025 to till date has been made against you.

Please be advised that your unauthorized absence constitutes a violation of the Company's Disciplinary Procedures & Policies. The above act of yours if proven will amount to serious misconduct on your part, which may lead to disciplinary actions.

Given the above, you are asked to report to your respective branch and submit your explanation for the continuous unauthorized absence, if any, for consideration by the Company, within 3 (three) days of receipt of this notice.

**For Spandana Sphoorty Financial Limited  
Authorized Signatory**

**Radhakrishna Eale  
Senior Vice President (Human Resources)**