



SPANDANA

Unauthorized Absence Show Cause Notice

Date : 15/4/2025

To,
Employee Name : Upendra Singh
Employee ID : SF0097018
Designation : Credit Assistant
Branch : UK3485-Kashipur

Subject : Unauthorized Absence Show Cause Notice

Dear Upendra Singh,

With reference to the Complaint ID DC-FY-2025-00369 which has been reported on 12/04/2025.

It has been reported that due care is not being taken by you while discharging your job responsibilities. An allegation of unauthorized absence from 26/03/2025 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)**