



# SPANDANA

## Warning Letter

Date : 29/4/2025

To,  
**Employee Name** : Ramjee Kumar  
**Employee ID** : SF0086026  
**Designation** : Credit Assistant  
**Branch** : BH3474

### Subject : Warning Letter

Dear Ramjee Kumar,

It has been observed that you have not taken due care while discharging your duties and responsibility.

And Show Cause Notice dated 16/04/2025 was issued, providing you with an opportunity to present your defence and produce your evidence if any.

It was reported on 15/04/2025 An allegation of Unauthorised Absence has been made against you.

Please be advised that any Unauthorised Absence any deviation from the Company's policies while discharging official responsibilities constitutes misconduct as per the Company's Disciplinary Policy and Procedures. After going through all available facts and circumstances it has been established that you have committed the misconduct and you are hereby warned to exercise caution and diligence while discharging your official duties and responsibilities. Any further instances of such misconduct will result in stricter disciplinary action, as per the Disciplinary Policy.

**For Spandana Sphoorty Financial Limited**  
**Authorized Signatory**

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