

## Varsha Kumari

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**From:** Bhoga Srinidhi  
**Sent:** 17 November 2025 20:45  
**To:** Varsha Kumari  
**Subject:** Response to Show Cause Notice DC-FY-2025-05196

Dear Madam,

With reference to the Show Cause Notice dated 17/11/2025, I would like to submit my explanation regarding the attendance issue mentioned in relation to 31<sup>st</sup> October 2025.

I sincerely regret my actions. On that day, I was unable to attend the office due to personal reasons. I have been experiencing some ongoing health issues for which I am currently on medication and because of this, I was worried that I may require more leaves in the coming days. With very limited leave balance left, I panicked and made an incorrect decision regarding my attendance.

I fully understand that this action was inappropriate and against the Company's policies. There was absolutely no intention to violate the code of conduct or mislead the organization. This was a genuine mistake arising from stress, poor judgement, and fear of exhausting my leaves while managing my health. I deeply regret this.

I assure you that I will strictly adhere to all rules and procedures going forward. This incident has been a serious learning for me, and I will ensure such a lapse never happens again.

I humbly request you to kindly consider my situation with empathy. I truly value the Company and my responsibilities, and I am committed to upholding honesty, integrity, and discipline in all my actions.

Once again, I sincerely apologize for my mistake.

Sincerely,  
Bhoga Srinidhi  
Employee ID: SF0086302