

To

The HR Manager Spandana Phourty
Finance Limited U.O.

Sub:- Explanation letter for mistake

Respected Sir,

With all due respect, I am Tapan
Sung EMP ID - SF0018166 working as a cluster
Manager in our company on date - 26/11/25
Umarkote branch has not deposit those cash
closing balance amount - 9969/- So there
is completely miss conduct of company police.

So I want to apologize for not
following the company rules. I was found guilty
of violating the company rules. However it
was not aware of such details about
obligation. I am also very ashamed of my
behavior. There is my first and last mistake
next time not repeat. I can correct
my self.

Dante -
4/12/2025

Thank you my self
Yours sincerely
Tapan Sung
EMP-ID - SF0018166