

TO,
THE,
Senior vice president (Human Resource)
Spardana Sphoorty Financial Limited,

Subject: Show Cause Letter withdrawal
Request

Dear Sir,

I refer to your show cause letter that I received on 24 April, 2025.

I would like to apologize for the absences without notice that I made.

I agree that some LVC was mistakes & rejected by HO, it was not my issue, I completed the LVC process in files with proper guidelines & I hope in the future I will be more alert regarding this matter.

I hope there is no disciplinary actions will be taken against me. I assure you that this will not happen again.

Thanks & regards

Mangalita Patra
Emp ID - SF0081642
Designation - Branch Manager
Branch - Rampurhat
(WB 8970)

Date - 26/04/2025

