

Explanation Letter

Date,

03/06/2026,

Respected Sir.

Sub :- Explanation for Uninformed leave on Due to Emergency Urgent Family Matter. I was unable to Enfor The office in advance. I understand that this may have caused inconvenience to the team. and I take full Responsibility for not following the proper leave procedure. I have Resumed work from and will ensure that. Such a Situation does not arise again. Going Forward. I will Enfor you in advance at the earliest possible time in case of any Emergency.

Kindly Consider This as my Explanation and appra.

Thank you

Enfor:- SF0064836

En Name :- C. Sathish Kumar

