

CONDONATION LETTER

Date:

To,

APO/ /SPO/

Thro' proper channel

Due to _____ I was able to attend the office at _____ A.M on _____. This is I/II late attendance during the month of _____ 2018. Kindly condone my late attendance and oblige.

Thanking you in anticipation.

Yours faithfully,

Name :

Emp. No :

Designation:

Unit :

CONDONATION LETTER

Date:

To,

APO/ /SPO/

Thro' proper channel

Due to _____ I need to leave the office early by _____ P.M on _____. This is I/II late condonation during the month of _____ 2018. Kindly permit me to leave office early and oblige.

Thanking you in anticipation.

Yours faithfully,

Name :

Emp. No :

Designation:

Unit :