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The Deputy Vice-Chancellor,
Planning, Finance and Administration,
Karatina University, Karatina, Kenya.

Dear Sir,

RE: APOLOGY LETTER FOR LATE SUBMISSION OF STAFF APPRAISAL FORM

Kindly receive my sincere apologies for being late in the submission of the staff appraisal form.

I could not submit it on time because I had filled and submitted the incorrect form.

I realize this could have caused some inconvenience. That shall never happen again in the future.

I have already filled out the correct form. Kindly accept the document attached to this letter.

Yours Sincerely,

John Karuitha.

PF: 0266

Enclosures: Staff Appraisal Form