



## INTERNAL MEMO

**TO:** Caretaker CTO  
**THROUGH:** Head, ITP  
**FROM:** Chigozie Ozo Ofodile  
**DATE:** 4<sup>th</sup> March 2025  
**SUBJECT:** Response to Query Issued on 3/3/25

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Dear Sir,

Please accept this email as an explanation for my absence on March 3rd, 2025. I understand that my absence caused concern, and I sincerely apologize for any disruption it may have caused.

My absence was due to a confluence of unforeseen circumstances:

- **Family Court Appearance:** I was required to attend court for a personal family dispute that could not be rescheduled.
- **Minor Accident:** On the same day, I experienced a slight accident that required immediate attention.
- **Combined Impact:** The combination of these events unfortunately prevented me from attending work.

I understand that these are personal matters, but I want to assure you that I am committed to my responsibilities at work. I recognize that my absence was not ideal, and I take full responsibility for it. I apologize for the lateness of this response.

I am now fully focused on catching up and delivering on my current coding tasks. I am working diligently to meet all deadlines and address any outstanding issues.

I understand the importance of consistent attendance and clear communication. I assure you that I will make every effort to prevent similar situations from occurring in the future.

Thank you for your understanding.

Sincerely,

Chigozie Ozo Ofodil

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