Date: 18.01.2024

To,

Managing Director

Symphony Softtech Ltd.

Head Office:House #02(3rd FL.),Lake circus,3rd Lane

Kalabagan,Dhaka-1205

Subject: Show Cause Letter of Excessive Leave Absence.

Dear Sir,

I hope this letter finds you well. I am writing to address the matter brought to my attention regarding the excessive leave I have taken recently. I understand the importance of maintaining a consistent presence at work, and I deeply regret any inconvenience my absences may have caused to the team and the organization as a whole.

Over the past few months, I have faced several unavoidable circumstances that necessitated my absence from work. The primary reason for my extended leaves is the critical health condition of my father, who is currently undergoing treatment for chronic kidney disease (CKD). The nature of his condition has required me to accompany him to various medical appointments and provide support during his hospital visits. Additionally, I have also experienced periods of illness myself, further contributing to the overall number of days I have been absent.

I want to assure you that I fully recognize the impact of my prolonged absence on the team's workflow and productivity. I sincerely apologize for any disruption caused and understand the importance of fulfilling my professional responsibilities. I am committed to taking immediate steps to rectify the situation and ensure that my attendance is consistent moving forward.

To address these challenges, I have explored alternative arrangements to manage my family responsibilities more efficiently. I have sought assistance from other family members and have implemented a support system that will allow me to balance my personal commitments with my professional obligations more effectively.

I understand the critical nature of my role within the team and the organization, and I am committed to making the necessary adjustments to avoid any future instances of excessive leave. I am open to discussing this matter further and would appreciate any guidance or support you may offer in finding a

suitable resolution.

Thank you for your understanding and consideration. I am confident that, moving forward, I will be able to maintain a more consistent attendance record and contribute to the success of our team.

Sincerely,

Al Rakib

Software Developer

Symphony Softtech Ltd.

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