


	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering & Research Ravet, Pune An Autonomous Institute NBA Accredited (4 UG Programs) NAAC A++ Accredited ISO 21001:2018 Certified IQAC PCCOER	
Academic Year:	Autonomy Examination Section	Term:

Date: / /20

Apology letter for delay in Exam Work/ Paper Assessment

To
The Director
PCCOER, Ravet

Subject: Apology letter for delay in Paper Assessment/Exam work

Respected Sir,

I, the undersigned work as an _____ in _____ department. I have been assigned the examination duties such as: Paper Assessment/Junior Supervisor/Any other.

Because of following reason, I could not complete the assigned work in the given deadline.

Due to which, all the examination activities including result declaration is hampered and delayed.

Now, Examination Section is not allowing me to continue my delayed examination work without the apology letter duly signed by competent authorities.

Sir, I assure you that, I will not repeat this in near future and will complete all my examination work within given deadlines only. If I failed to do it, I am ready for any disciplinary action to be taken by the authorities.

So, herewith I request you to kindly allow me to continue my examination work.

Thanking You.
Yours sincerely,

Name of Faculty:
Department:
Contact No.:

Head of Department

Dean Academics

Director
