

Show Cause Notice

Date:

To,

(Name of Employee)

Employee ID:

Subject: Show Cause Notice

Dear ,

This is to inform you that it has been observed/reported that .

Such actions are considered a matter of serious concern and may amount to misconduct under company rules and regulations.

You are hereby called upon to show cause, in writing, within days from the receipt of this notice as to why disciplinary action should not be taken against you for the above-mentioned act(s). If no satisfactory explanation is received within the stipulated time, further action will be taken as deemed fit.

Kindly treat this matter with utmost urgency.

Yours sincerely,

(Name & Designation)

(Organization Name)