**II SHOW CAUSE NOTICE**

**REGD POST WITH ACK DUE**

To To

(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_

Employee No: \_\_\_\_\_\_\_\_\_ S/O, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Department)­­­­­­­­\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_ (Company)\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Sir,

Sub: II show cause notice of punishment: reg.

Ref: 1. Charge sheet dated (date) issued by M/s (Company)

 2. Enquiry report of (Name of the employee in question), (Designation), (Place).

**II SHOW CAUSE NOTICE OF PUNISHMENT ISSUED**

This notice is in strict reference to the charge sheet dated (date) that was issued for charges levelled against you by the undersigned and the subsequent Domestic Enquiry conducted. The Enquiry Officer has submitted his report in which you have been held guilty of misconducts alleged in the charge sheet dated (date). A copy of the enquiry is enclosed with this notice. After the careful examination of the enquiry report, enquiry proceedings and other connected documents by the management, you have been proposed the punishment of termination of your services as per the gravity of fraudulent measured.

You are expected to report with a viable explanation within THREE (3) days from the date of receipt of this notice as to why the mentioned disciplinary action should not be taken against you. In case we receive no reply within the stipulated time, it will be presumed that you have no explanation to submit and the said action will be preceded further.

General Manager.

Encl: as above