MODEL DRAFT OF A CHARGE-SHEET  
  
To,   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

A report has been brought to light against you on (date) where you \_\_\_\_\_\_\_\_\_\_\_ (mention the act of alleged misconduct).

The alleged act mentioned above if has been proven committed by you will be held for serious disciplinary action against you.

Hence, you are thereby required to produce valid reasons as to why you should not be dismissed within \_\_\_\_\_\_\_\_ days of the receipt of this letter.

In case you fail to submit your explanation, it will we presumed that you have none and the whole matter will be taken forward without inclusion of any further reference from your part.

As the intensity of charges leveled against you are grave and serious, you leave us with no choice but to suspend you until final order on the matter.

The receipt of this letter should be highly acknowledged.

Date: \_\_\_\_\_\_\_\_\_\_\_\_  
  
Authorised Signatory