**MODEL SHOW CAUSE NOTICE**

To

Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emp No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_

It has been reported against you as under:

This is in reference to the report held against you which is mentioned as follows:

On (date) at (time) you (mention details of alleged misconduct).The alleged act(s) committed is directed towards high misconduct.

You are thereby summoned to submit your written explanation and justify as to why disciplinary action should not be taken against you.

Your explanation is expected to reach the undersigned within 48 hours of recipient of this letter. Should you fail to submit your explanation as asked for, the management will dispose the matter without any further reference to you.

Authorised Signatory

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