**MODEL SHOW CAUSE NOTICE**

To

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

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

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

As you have been absent from the company without any prior notice since (date) you are liable to be terminated as per the terms and condition of the company.

You are hereby asked to provide legitimate reasons as to why the company should let go your termination order under Clause \_\_\_\_\_\_\_\_\_ of the State \_\_\_\_\_\_\_\_\_\_\_ Model Standing Orders Act OR Certified Standing Orders rules of the company / establishment for such continued / habitual absence.

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

Authorized Signatory