**PROFORMA SUGGESTED FOR A CHARGE SHEET TO AN EMPLOYEE FOR HABITUAL ABSENTEEISM**

To,

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

Mentioned below are the charges levelled against you:

In close context to your attendance record we are highly disappointed by your habit of frequently absenting from your duties without prior permission from your seniors or without any proper sanction of leave. It seems like your absentee period is on hike compared to previous years.

Here is a record of your unauthorized days of absence:

MONTH DATES NO. OF DAYS OF

UNAUTHORIZED

ABSENCE

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

XXX XXX XXX

XXX XXX XXX

Even after repeated verbal advice and other notifications to improve you attendance record you do not seem to pay heed to the management as we see no effort of improvement from your end.

As a result of habitual absence from the company we are subjected to heavy losses. Other departments linked to your work are also affected to a large extent.

You are thereby required to submit justified explanation for your conduct within (no. of days) days from receiving this charge sheet. If you fail to produce any reasons, the management will consider your silence as your acceptance of guilt and will be hence be free to take any action against you.

For \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Signatory)