

Date: 21 January 2020

**To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra - 9898765432
9898765432**

Sub: Show Cause Notice

Dear **Mr. Shyam Modi**,

This is with reference to several complaints about your alleged misconducts reported to management. Our organization believes in observing high ethical values in all respect and expects the same from all its employees leading to a healthy organizational environment.

Below-mentioned is the narration of incidents reported to us by your superiors and other staff members that are treated as misconduct from your side:

Management has taken a serious note of the same and hereby condemns the same and issues this show cause notice to allow you to put forth your part / explanation. Your misconduct has aroused or is capable of arising severe consequences which can be harmful to our reputation and overall business leading us to monetary and other severe losses.

You are hereby asked to submit a written explanation of your conduct and provide us a valid cause why disciplinary action should not be taken against you. It should reach to _____ by _____.

We anticipate your positive and constructive approach ahead.

For,
ABC PQR Ltd,

**Mr. S.K. Venkatraman
The Deputy General Manager - H.R. Department**