Reply to Show-Cause Notice

Issued by the employee; the company signs the acknowledgement.

YOUR NAME | REF. NO. | DATE

YOUR ADDRESS

To

NAME | DESIGNATION / ORGANISATION

ADDRESS

Subject: Reply to show-cause notice

NOTICE REF. NO. | NOTICE DATED | EMPLOYEE ID

ALLEGATIONS AS STATED IN THE NOTICE

MY EXPLANATION

SUPPORTING DOCUMENTS

I have received the show-cause notice referred to above and submit my explanation within the time allowed. I request that it be considered fairly, and that if the company proposes further action, I be given a personal hearing and a copy of the evidence relied on, in line with the principles of natural justice.

I reserve the right to add to this reply once I receive any documents requested.

SIGNATORY NAME | DESIGNATION

Employee

SIGNATURE

PRINTED NAME

DATE

Acknowledgement

☐ The company acknowledges receipt of this reply on the date of signing.

Company

SIGNATURE

PRINTED NAME

DATE