Show Cause Notice

You are asked to show cause why disciplinary action should not be taken for the matters below.

Company

COMPANY NAME

CIN OR REGISTRATION NO.

REGISTERED ADDRESS

Employee

EMPLOYEE NAME

EMPLOYEE ID

DATE OF JOINING

DESIGNATION

DEPARTMENT

Allegations

ALLEGED MISCONDUCT, DATES AND EVIDENCE

REPLY BY

INTERIM STATUS

You may reply in writing with any documents. If no reply is received, the company may proceed on the available information. If an inquiry is held, you may attend and present your case.

Employee acknowledgement

☐ I received this show cause notice.

Signed electronically under the Information Technology Act, 2000.

Company

SIGNATURE

PRINTED NAME

DATE

Employee

SIGNATURE

PRINTED NAME

DATE