To

Employee Name,

Employee ID,

Designation,

Department.

Sub: Show Cause Notice

It has been observed that you have become absent from your duties from **05/10/20** to **18/10/2020** without any intimation. As per organization rules, leaves will be allowed only with prior intimation.

Taking leaves without intimating to the superior officers is a severe offence, and the organization policy will not tolerate such kind of behaviour.

We need a proper written explanation regarding this issue within 48 hours, otherwise strict disciplinary actions will be taken on you without any further notice.

For The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory