To

Employee Name,

Employee ID,

Designation,

Department.

Sub: Show cause letter for unauthorized absence

While checking your attendance data it has been observed that you were absent to your duty on **16/10/20** and we are treating it as an unauthorized absence.

Hence you have taken leave without any intimation, it has become difficult to substitute another employee in your workplace.

We need a proper written explanation about this issue and any repetition in such kind of activity will lead to a strict disciplinary action on you without any further notice.

For the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signatory.