Date:

To [concerned HR personnel name]

**Subject:**Re: Show cause letter for alleged negligence

This is with reference to the notice served to me for alleged negligence. I received the notice for failing to hand over a critical assignment to another colleague to finalize. I would like to clarify that at 1445 hours on Tuesday [date] I sent the task to my colleague [name]. I also have a copy of the email that I sent in my email. I then also went to her desk and informed her about the email.

I was due to meet another client that day at 1530 hours and rushed out of the office to be on time. For some reason, the email reached my colleague well after work hours. I understand that we have been in trouble with the client for failing to deliver on time; however, it must be a technical bug that caused this unfortunate incident.

Please see the attached proof at the end of this letter. Look forward to your reply.

Sincerely,

Employee name

Designation