Date

To

Recipient Name

Title

Subject: Show Cause Letter

It was reported by the management of the company that on 20th August at 9:30 am, misconduct was committed by you. You have failed in performing your duties well and have violated the rules of the organization.

Due to the misconduct, the company has decided to suspend you from the job for 14 days. You are required to show cause by the 15th September. If you failed to show cause, the decision of temporary suspension will be practiced.

Manager

Peter Hudson