Date:

To [employee name]

Designation

**Subject**: Show cause notice for Misconduct

This is with reference to several complaints about your alleged misconducts with other employees in the organization. We have received more than one report about situations in which your behavior was rude and derogatory. Our organization values respect and expects all employees to actively maintain a healthy organizational environment.

Here is a narration of the events that are construed as misconduct:

On [date] you called another colleague a ‘moron’ and ‘incompetent’ in view of an audience. Such comments are not appreciated at our workplace.

Last month during the weekly discussion, you shouted at another employee and asked him to ‘Shut the hell up’.

On [date] you rudely lashed out at a female colleague when it was, in fact, your own negligence that caused the photocopier to crash.

Some other minor incidences have also been narrated by your colleagues and subordinates about your rude and aggressive behavior. You were verbally reprimanded, but no improvement has been observed in your conduct.

You are hereby requested to submit a written explanation of your conduct and give a reason why disciplinary action should not be taken against you.

Your explanation should reach the Senior Manager Human Resources by this Friday.

Sincerely,

Marianne Sanders

Senior Manager Human Resources