Date:

Name of the recipient of the notice:

Designation of the recipient:

**Subject: Show cause notice for severe misconduct**

This notice is being written with reference to the complaints that I have received against you for showing misconduct. According to a few reports against you, you have been seen misbehaving with your colleagues. Your derogatory remarks about one of your colleagues are present on the record. It is the main priority of our organization to ensure the prevalence of a healthy environment and atmosphere at the workplace in which every person can work with peace. We respect all of our employees equally:

Below is a detailed description of the events in which you had been so offensive towards others:

On 15th March, you were seen passing derogatory remarks about Mr. John by calling him a ‘’moron’’.

After 5 days on 20th March, you were seen in a brawl with some of the workers from the engineering department. Apart from this, many other minor incidences have also been reported by many other people working with you. You have been admonished many times verbally. However, we have not seen any kind of improvement in your attitude.

We are hereby, requesting you to write back to us and let us know the reasons behind all of these offensive acts. You are also requested to give reasons as to why the company should not take action against you.

You can submit the explanation by the 25th of this month to the managing director of the company.

Regards,

Name of the sender

Designation of sender

Signatures