**To**

**[The Recipient]  
[Designation]**

**Re. Explaining the Reasons behind Negligence at Work**

Dear Sir,

I am [NAME], the [POST] in your company. I received a show-cause notice from you on [DATE]. The notice asks me to explain the negligent behavior at work expressed in the irregularity at work, lack of focus, and failure to meet the deadlines in various projects.

As I work in project management, I understand my responsibility and the seriousness this post demands. Due to my illness, I could pay little attention at work. I could not take many leaves from work because of the financial gravity it can put and the work burden in the office. I did not want to stay on leave for long as it agitated me to stay away from the office but my focus could not develop better at work. However, it was my prime duty to inform HR about my working capacity and get assistance, I apologize for not making better decisions.

During my illness, the company had two major projects from the development sector. I tried to work hard but I could not achieve the committed goals. The reason behind the failure was calculated and it was estimated that it happened because of poor presentation, lack of logical remarks, and invaluable cost analysis. Therefore, the teams of the other company denied the deal.

I apologize for the inconvenience and trouble caused by my negligence which was, ultimately, caused by my illness and fragility at work. Please, let me know what I can do further to mitigate the loss. I assure you I will be diligent at work and will not be mistaken by the assumptions. Thank you for providing me with a chance to explain.

I am grateful for your constant coordination. Please refer to the medical certificates as evidence of my illness. In case of any further queries, you can contact me or meet me in person. Thank you.

Regards

[Your Name]  
[Designation]

**Date:**