Date:  
To:  
Name of the company:

**Subject: Show cause letter for not attending the meeting held on [X]**

Dear Mr. ABC,

It is being notified that you have not attended the meeting held on (mention the date). A notification was issued by the company according to which, every employee was supposed to be attending the meeting at any cost. However, you were still absent after having been informed about it.

Since you have shown serious negligence of work, the company has decided to suspend you from the post of executive sales representative for 1 month.

If you think that this decision should not be taken against you since you had a solid reason to now show up in the meeting, write a reply to this letter and give a reason for your absence from the meeting. If we find out that you cannot defend yourself with some solid arguments, the company will have to take serious actions against you.

Sincerely,

Name of the sender  
Designation of the sender in the company  
Signatures:  
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