**To**

**[The Recipient Name]  
[Designation]**

**DATE:**

**Re. Responding to the Show Cause Letter for Late Attendance for Three Weeks**

Dear HR Manager,

I received your letter of show cause notice asking for my explanation for the marking of late attendance on the biometric attendance sheet for almost three weeks off and on. I confess the late attendance due to certain reasons explained below.

Sir, I am a fresh worker here in the company. I have no prior working experience. Therefore, I always used to forget to mark my attendance. Most of the time, my attendance was marked after one or two hours of reaching the office. There is no other reason for late attendance. You can ask my coworkers who share their working space with me about my regularity and punctuality.

Precisely mentioning, on [date], I was late in the office due to heavy rainfall. No other day has been off or late from work. I shall be thankful if you consider my explanation ample for the case.

I shall be thankful.

Regards

[Your Name]  
[Designation]  
[Company Name]