

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

**Subject: Show Cause – unauthorized Absenteeism**

Dear \_\_\_\_\_,

This has come into notice of the undersigned that you are not coming to the office without any intimation to anyone since \_\_\_\_\_. This is a deliberate dereliction of duty on your part which will not be tolerated at any cost.

You are hereby advised to report on duty within \_\_\_\_\_ of the receipt of this letter and subsequently submit a valid explanation in regards to such negligence from your end. Failure to do so will result in initiation of strict disciplinary action against you.

Ref No: \_\_\_\_\_

Date: \_\_\_\_\_

Mr. \_\_\_\_\_

Designation: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Branch: \_\_\_\_\_

**SUB: ABANDONMENT OF SERVICES**

This is with reference to the earlier show cause notices sent to you vide letter's No.

**Ref No:** \_\_\_\_\_ dated \_\_\_\_\_ and **Ref No:** \_\_\_\_\_ dated \_\_\_\_\_

Respectively.

Since as per the above referred letters, you are hereby given another chance to written explanation along with your explanation for absence from duty without intimation within 3 days before the close of business hours on \_\_\_\_\_ failing which the organization would abandonment of your services.

If we have not received any information / communication from your side till \_\_\_\_\_, it will be presumed that you are no longer interested in the services of the company accordingly your name will be stuck off from the Muster roll of the company. You may collect your full & final payment if any during the working hours subject to submission of no dues certificate from all concerned.