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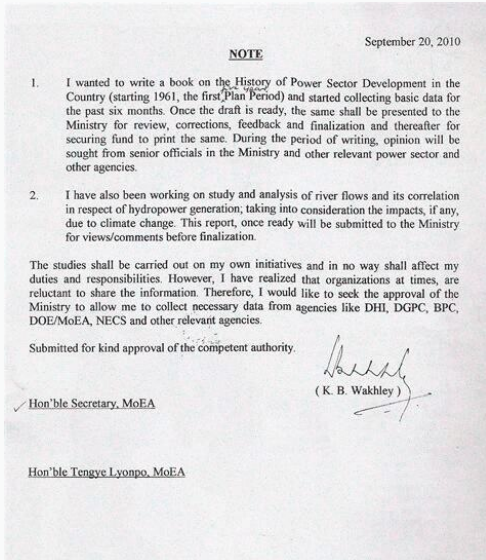

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I am not robot!

Letter format for reply to show cause notice

How do i write a letter of response to a show cause notice. How to write letter of reply in show cause notice. How do you respond to a show cause notice. How do you write a response to a show cause notice. How do you respond to a show cause letter.

I am writing in reply to the show cause letter served to me for misconduct. I was severely reprimanded by concerned HR personnel about the incident(s) that occurred on [date 1] and [date 2]. On [date], I was participating in the weekly team meeting when my co-worker [name] categorically insinuated that I was incompetent more than once within an hour. I ignored it the first time and went on to discuss the issues I was facing with the tasks assigned. However, the second time, she directly passed a condescending remark to me and made fun of me. I felt extremely embarrassed in front of the team and got angry. I replied to her in the same rude tone and left the meeting. On [date 2], while making coffee for myself, I was approached by another colleague who started misbehaving with me without reason.



I replied to her in the same rude tone and left the meeting. On [date 2], while making coffee for myself, I was approached by another colleague who started misbehaving with me without reason. I tried to distance myself from him, but he was annoyed for some reason, and he pushed me. I lost my temper for an instant and pushed him back harder, which caused him to fall on the table. I apologize for my misconduct on both occasions and know that I should have handled both situations with more grace and professionalism. However, I was unduly instigated and have witnesses for both accounts. I have learned my lesson and will strive to improve my temper. Sincerely, Employee name

Designation Reply to show cause letter for misconduct Date: To [concerned HR personnel name] Subject: Re: Show cause letter for late attendance This is in reply to the notice I received for late attendance during the past two weeks. Unfortunately, my mother, who is over 65 years old, has a fractured ankle. She was traveling on a public bus alone and sprained her ankle while getting down. An x-ray report showed a fracture. She is temporarily handicapped and needs my assistance. I have been trying to arrange for a nurse to look after her, but I have been unsuccessful so far. This is the reason why I have been late for work for the past two weeks. I have already given an explanation to my supervisor for my late attendance, and he understands the situation. I am trying to resolve the situation as soon as possible. Thanks for your understanding. Sincerely, Martha Ding Reply to show cause letter for late attendance Date: To [concerned HR personnel name] Subject: Re: Show cause letter for absenteeism This is in reply to the notice served to me for alleged negligence. Recently, I have been feeling depressed and agitated. My concentration on work has also been poor. On some days, I feel extreme hopelessness and bring myself to work. I understand my absenteeism is reflecting poorly on my evaluation. I hope to correct this soon. I have been visiting a therapist and am trying to recover. I will strive to be more punctual in the future. I look forward to your cooperation. Sincerely, Ted Mason Reply to show cause letter for absenteeism Date: To [concerned HR personnel name] Subject: Re: Show cause letter for alleged negligence This is with reference to the notice served to me for alleged negligence. I received the notice for failing to hand over a critical assignment to another colleague to finalize. I would like to clarify that at 1445 hours on Tuesday [date], I sent the task to my colleague [name]. I also have a copy of the email I sent in my email. I then went to her desk and informed her about the email.

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However, the second time, she directly passed a condescending remark to me and made fun of me. I felt extremely embarrassed in front of the team and got angry. I replied to her in the same rude tone and left the meeting. On [date 2], while making coffee for myself, I was approached by another colleague who started misbehaving with me without reason.

TELEGRAM:
AUROBINDO, PONDICHERRY
☎: 2233628 / 4210115

Pondicherry - 605002
India

Date: 27.01.2012

To:
Shri Varun Pabrai
17B
S.V.Patel Salai
Pondicherry
605001

Sir,

It has been brought to our notice that you have organised a 'Dharma' in the garb of a "meditation" under Mother's Balcony on St. Gilles Street, from 1st of January, 2012, that you have been distributing pamphlets to passers-by, and that you have been coaxing and soliciting passers-by to join your Dharma. You have also been exhibiting banners against the Ashram and its management.

A copy of a pamphlet so distributed is enclosed

Please note that your conduct has been in a manner prejudicial to the interest and image of the Sri Aurobindo Ashram and its functioning, and is in violation of the Rules governing inmates of the Sri Aurobindo Ashram.

You are hereby called upon to show cause, within 7 days of the receipt of this letter, as to why disciplinary action should not be initiated against you for acting against the interest and image of the Sri Aurobindo Ashram Trust and its functionaries, and in particular for violation of Rules 11 and 13 of the Rules of the Sri Aurobindo Ashram, 2003.

Thanking you.
Yours sincerely,

MANOJ DAS GUPTA
Managing Trustee
SRI AUROBINDO ASHRAM TRUST
PONDICHERY

I felt extremely embarrassed in front of the team and got angry. I replied to her in the same rude tone and left the meeting. On [date 2], while making coffee for myself, I was approached by another colleague who started misbehaving with me without reason. I tried to distance myself from him, but he was annoyed for some reason, and he pushed me. I lost my temper for an instant and pushed him back harder, which caused him to fall on the table. I apologize for my misconduct on both occasions and know that I should have handled both situations with more grace and professionalism.

(3 and)

To

Respected Name]

[Name]

Dear Name]

Subject: Notice for the absence

This is to inform you that your absence has been observed critically. Your absence reflects poorly on organizational performance and leaves its harmful probability for not only you, but also those around you who are not to punish, more a courtesy of the organization.

- You have taken a total of 5 leaves in the past 1 month
- You failed to complete the required 40 hours a week to your contract in several weeks
- You are difficult to aware at your desk due to your absence on work
- You failed to complete your assigned task within the specified time frame

You are hereby requested to provide a written explanation for your high absence within the next 30 days.

Sincerely,

Human Resource

Manager Human Resource

www.brexitreport.com

How do you respond to a show cause letter.

I am writing in reply to the show cause letter served to me for misconduct. I was severely reprimanded by concerned HR personnel about the incident(s) that occurred on [date 1] and [date 2].

Show Cause Respond Letter

Sub Letter to Respond to Show Cause Letter

Dear Member of the Response,

I am writing in response to the show cause letter sent to me regarding intentional the details on the day of my intention to attend. I was not responsible for my intention to be present on the occasion of the wedding or ceremony as the details and date of the occasion were not disclosed to me until the day before the wedding. I was not aware of the details and date of the occasion until my co-workers and other teammates. The problem and subject (wedding/ceremony) occurred on the first day of the second meeting (wedding/ceremony).

I am not there at that time. But after some time I saw the intention name and details (wedding/ceremony) on the details of the attendees. Therefore I tried to find my reason to investigate the details of the wedding/ceremony (wedding/ceremony) and I was not there at that time.

I really apologize for my misconduct and hope you will investigate this incident for me and I will be able to attend the wedding/ceremony.





Hope you will consider my request and forgive me.

Thank you very much.

Wishes regards,

(Wed-writer Signature)

(Date)

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was severely reprimanded by concerned HR personnel about the incident(s) that occurred on [date 1] and [date 2]. On [date], I was participating in the weekly team meeting when my co-worker [name] categorically insinuated that I was incompetent more than once within an hour. I ignored it the first time and went on to discuss the issues I was facing with the tasks assigned. However, the second time, she directly passed a condescending remark to me and made fun of me. I felt extremely embarrassed in front of the team and got angry. I replied to her in the same rude tone and left the meeting. On [date 2], while making coffee for myself, I was approached by another colleague who started misbehaving with me without reason. I tried to distance myself from him, but he was annoyed for some reason, and he pushed me. I lost my temper for an instant and pushed him back harder, which caused him to fall on the table. I apologize for my misconduct on both occasions and know that I should have handled both situations with more grace and professionalism. However, I was unduly irritated and have witnesses for both accounts. I have learned my lesson and will strive to improve my temper. Sincerely, Employee name Designation Reply to show cause letter for misconduct Date: To [concerned HR personnel name] Subject: Re: Show cause letter for late attendance This is in reply to the notice I received for late attendance during the past two weeks. Unfortunately, my mother, who is over 65 years old, has a fractured ankle. She was traveling on a public bus alone and sprained her ankle while getting down. An x-ray report showed a fracture. She is temporarily handicapped and needs my assistance. I have been trying to arrange for a nurse to look after her, but I have been unsuccessful so far. This is the reason why I have been late for work for the past two weeks. I have already given an explanation to my supervisor for my late attendance, and he understands the situation. I am trying to resolve the situation as soon as possible. Thanks for your understanding. Sincerely, Martha Bing Reply to show cause letter for late attendance Date: To [concerned HR personnel name] Subject: Re: Show cause letter for absenteeism This is in reply to the notice served to me for absenteeism. Recently, I have been undergoing some personal issues that have affected me deeply. I have been feeling depressed and agitated. My concentration on work has also been poor.

On some days, I feel extremely hopeless and cannot bring myself to work. I understand my absenteeism is reflecting poorly on my evaluation.

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Please see the attached proof at the end of this letter. I look forward to your reply. Sincerely, Employee name Designation Reply to show cause letter on negligence Date: To: [concerned HR personnel name] Subject: Re: Show cause letter for poor performance This is with reference to the letter received for poor performance on the job. I have been working hard and trying to cope with assigned tasks. However, I have already brought my concerns to my supervisor. Recently, my workload has expanded, and I am often working beyond my job description in the interests of the company. I do appreciate my supervisor putting her trust in my abilities; however, this has led to work-related stress. I am constantly trying to complete tasks on short notice which has affected the quality of my work. Moreover, I was assured that I would be assigned a subordinate to assist me in my workload, particularly in designing since I have little training in that domain. Unfortunately, the assistance has not materialized yet, and I am definitely struggling with graphic design. Here, I would like to request a review of my job description. I am also requesting assistance from a trained graphic designer so that I can be relieved of some stress and concentrate on the quality of my remaining tasks. I look forward to your cooperation. Sincerely, Employee name Designation Reply to show cause letter for poor performance Much has been said about how to WRITE show cause letters. From HR consultants to lawyers, many experts have authored well-researched articles and blog posts on the subject on the Internet and in print. Very little literature, however, has been published on how to REPLY a show cause letter. Samples of replies are available online, but remember that there is no such thing as a one-size-fits-all reply. Let's recap the "What When Why Where and How" of a show cause letter. What: A show cause letter is issued by an employer to an employee requiring the employee to provide an explanation (to show cause) why they should not face disciplinary action for an allegation/allegations of misconduct. When: When the employee is involved in a workplace dispute, has committed a misconduct or has shown slackness in performance. Why: The idea of a show cause letter is to give an opportunity for the employee to explain himself prior to the Company deciding on the next course of action to resolve the matter. Where: The show cause letter must be given to the employee concerned in the workplace and during his working hours. How: The show cause letter must contain a precisely-worded allegation of the dispute/misconduct/performance issue including dates, times, places, and the legal provision/contractual obligation that the employee has breached. As aforementioned, there

is no one universal template for showing cause, because every issue is circumstantially unique.

If you receive a show cause letter from your employer, do not get anxious or emotional. Before drafting your reply, sit down and calmly ask yourself these questions: Was the issuance of the show cause letter appropriate vis-a-vis the circumstances? Was it issued in good faith? Were the charges levelled against you in the letter clearly-worded or vague?

Understand the charges sufficiently to be able to produce a coherent reply? Were the principles of natural justice applied in the show cause letter? A show cause letter usually precedes a domestic inquiry. Sometimes it is used as a standalone mechanism of inquiry on its own. Either way suffices to fulfill the requirement of "due inquiry" in S.14 of the Employment Act 1955. If you receive a show cause letter you should reply to defend yourself professionally and tell the sender your side of the story. A show cause letter is not a punishment for misconduct or poor performance. The reason why you should ask yourself the five questions above (or other pertinent questions that you can think of) is because sometimes a show cause letter is not issued for genuine reasons. If the charges are vague, and/or the charges are for misconduct that you did not do; the charges are for performance issues which have already been discussed with your superior and you are already in the early stages of an improvement plan, and/or the charges seem to have been deliberately created to get you into trouble, and/or the time frame is too short for you to compose a proper reply, and/or the contents were not adequately explained to you, and/or you were not given the opportunity to ask questions for clarification, and/or other things that make you feel that the show cause letter was unfairly given to you, then you should consult a lawyer, Labour/Industrial Relations officer or your Union rep before you reply. You need to ensure that your reply does not contain any loophole which your employer may take advantage of to persecute you further. Malicious show cause letters are not issued for your answer, but as an entrapment to find points to justify the next course of action of your employer against you, which is usually dismissal.

do not abstain from replying, however, because you need to state your objection towards the contents of the letter or the manner in which it was given to you. If you do not reply, your employer will assume that you have nothing to say to defend yourself and proceed with whatever they want to do and you will be seen as acquiescing. Challenge the letter as a matter of right. If, however, the show cause letter was fairly issued and you agree more or less to the allegations made against you, then you can follow these steps to reply: Keep it succinct, brief and to-the-point. Check your spelling and your sentence construction. Admit your mistake. If there are reasons why you made those mistakes, you can state them briefly. Do not get defensive, just state them as a matter of fact. Do not apologise. It serves no purpose. Instead, agree to fix the mistake and not to repeat them. Do not write things like "If I repeat this mistake in future, the Company may terminate me." Saying things like that gives off the effect that you have no confidence in yourself to improve, or worse, not sincere about improving at all. If this is your first misconduct or the first time your performance has slipped, you can insert a plea of mitigation and ask the Management for leniency in punishment.

Keep the show cause letter and your reply confidential. Do not blab about them to everyone in the office nor post them/about them on social media. You may be breaching some confidentiality policies of your Company by doing so. (c) Tahirah Manesah binti Abu Bakar 2019