[[current\_date]]

[[title]].[[name]],  
[[cnic]],  
[[designation]]-[[uc]],  
[[district]] - [[province]].

***Subject: Show Cause Letter on account of Unapproved Absenteeism***Dear [[name]],

This is with reference to the complaint received dated [[reporting\_date]] regarding your unapproved absenteeism in your capacity as [[designation]] at [[uc]] - [[tehsil]] - [[district]].

Hence, the undersigned hereby issued show cause letter to you for your unacceptable behavior. You are required to reply within 48 hours from the date of receipt of this letter that why appropriate disciplinary action should not be taken against you for the above omission.

Please take note that if satisfactory response is not received within stipulated time, the management will assume that you are guilty of the said misconduct and have no plausible explanation to offer in your defense.

Regards  
**[[signature\_disciplinary]]**  
HR,Department  
CHIP,Training,&,Consulting

CC;  
          Personal File.