Date: ……………

To   
Mr. XYZ  
…………….

Divine IT Limited

**Subject: – Show cause Letter**

Dear Mr. XYZ,

It has been observed that you are coming late to the office without prior permission of the concerned authorities, resulting in willful insubordination and gross negligence of duties, in your capacity as a

……………….

Reporting late to office without prior intimation is a misconduct for which you are making yourself liable for necessary action.

And moreover please consider this letter as a final warning for your recent performance which unfortunately has failed to adhere to the required standard of the company’s expectation.

We would like to make it clear to you that we take the employee’s performance very seriously and any indication of a sub-par or below par performance will be subject to close scrutiny, and when necessary, disciplinary actions. Therefore, it is highly appreciated that you take this warning letter as a stern reminder to make attempt and improve your work performance.

You are hereby warned to refrain from such activities; failure to do so shall invoke appropriate action.

You are further advised to submit a written explanation on your unauthorized late entrance as soon as you receive this letter.

Kindly treat this as very urgent.

Sincerely,

Fatema Farhana Tanbeer  
Asst. Manager, HRD

Divine IT Limited.