# Reference No. \_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

Ms.

D/O Muhammad,

CNIC No.

Employee No. \_\_\_\_\_\_

House No.0000,.

**SUBJECT: INQUIRY NOTICE**

Dear Ms.ABC,

Reference to subject cited above and show cause reference No. \_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_; your requisite written reply has not been received/ reply received is not satisfactory.

Keeping in view the reports received and available prima facie evidences, the management has appointed Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ designated as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as inquiry officer in under consideration matter who will initiate the inquiry proceedings on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You are advised to appear and plead the inquiry against you before aforementioned officer on day fixed along with all the evidences available to you in your favor, failure to turn appear before him or to produce the record or evidence will entitled the inquiry officer to precede ex-parte against you and whole responsibility will lie upon you. Your nonappearance will deem to be willful, deliberate and intentional.

You are also advised to submit the list containing the names of witnesses expected to depose in your favor on or before initiation of inquiry proceedings to aforementioned inquiry officer so the rights of no part be prejudiced.

**MANAGER HR**

Dated: \_\_\_\_\_\_\_

CC to: 1) Directors

2) Inquiry Officer

3) General Manager

4) Manager Legal

5) Concerned Department Head