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TO :

FROM : HUMAN RESOURCES DEPARTMENT

SUBJECT : NOTICE TO EXPLAIN – SHOW CAUSE MEMO

DATE :

This letter pertains to your alleged violation of ABSENCE WITHOUT OFFICIAL LEAVE (AWOL), which constitutes Neglect of Duty under Article 297 of the Labor Code.

It has come to our attention that you were absent on July 4, 2023. Our records indicate that no prior Application for Leave of Absence Form was filed, approved, or submitted to the HR Department.

In light of this, we request that you provide a written explanation within five (5) calendar days from the receipt of this notice, detailing why no disciplinary action should be taken against you for the aforementioned incident.

Failure to respond to this Notice to Explain (NTE) within the stipulated timeframe will be considered a waiver of your right to be heard and to due process. If your explanation is deemed invalid or unjustifiable, Written Warning up Suspension will be issued to you, as this constitutes your First Offense if found guilty.

Carlota Hipolito

HR Manager

Received by: