To,  
**[Employee Name]**  
**[Employee Address]**

**Sub: Show Cause Letter**

Dear **[Name]**,

It was accounted for by the administration of the organization that on **[Date]** at **[Time]**, the offense was submitted by you. You have fizzled in playing out your obligations well and have abused the standards of the association.

Because of the offense, the organization has chosen to suspend you from the occupation for 10 days **[Time Period]**. You are needed to show cause by the **[Date]**. On the off chance that you neglected to show cause, the choice of brief suspension will be rehearsed.

Regards

**[H.R. Name]**  
**[H.R. Signature]**