Date:

To  
**[Employee Name]**  
**[Designation]**

**Subject: Show Cause Notice For Misconduct**

Dear,

This is concerning a few grumblings about your supposed offenses with different workers in the association. We have gotten more than one report about circumstances in which your conduct was impolite and unfavorable. Our association esteems regard and anticipates that all representatives should effectively keep a solid hierarchical climate. Here is a portrayal of the occasions that are understood as wrongdoing:

On **[Date]** you considered another partner an 'imbecile' and 'inept' taking into account a crowd of people. Such remarks are not acknowledged in our work environment. A month ago during the week by week conversation, you yelled at another representative and requested that he 'Shut the damnation up'.

On **[Date]** you discourteously lashed out at a female associate when it was, indeed, your own carelessness that caused the printer to crash. Some other minor frequencies have likewise been described by your partners and subordinates about your impolite and forceful conduct. You were verbally censured yet no improvement has been seen in your lead.

You are thus mentioned to present a composed clarification of your lead and give a motivation behind why disciplinary move ought not to be made against you. Your clarification should arrive at the Senior Manager of Human Resources by this Friday.

Regards

**[Manager Name]**  
**[Company Name]**