[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Show-Cause Notice

This template provides general wording only and is not legal advice. Check the wording against your agreement and the rules that apply to you before you use it.

To: [Full name of recipient], [Job title or role of recipient], [Department or team of recipient]
From: [Full name of issuer], [Job title or role of issuer], [Department or team of issuer]
Date: [Date of this notice] **Reference:** [Reference number, if any]
Subject: Show-cause notice: [Brief description of the matter]
Dear [Full name of recipient],

1. Purpose, facts and allegations

This notice asks you to show cause, in writing, why the proposed action in section 2 should not be taken. No final decision has been made.
1. [First fact or allegation, with date and place if known].
2. [Second fact or allegation, with date and place if known].
3. [Third fact or allegation, with date and place if known].
4. [Any further fact or allegation, or delete this line if not needed].
Supporting material relied on: [Supporting material, for example a report, record, or statement, and where it can be inspected, if applicable].

2. Proposed action and how to respond

The action proposed is: [Proposed action, for example a written warning, suspension, termination of employment, termination of a contract, or a penalty].
The reason this action is proposed is: [Reason for the proposed action, linked to the facts in section 1].
Any rule, policy, term, or requirement said to apply is: [Rule, policy, term, or requirement, or delete this sentence if none applies].
You are asked to respond in writing by: [Deadline for response, including the date and time].
Send it to [Name of person or office to receive the response] at [Postal address, email address, or other delivery address].
Your response should address each fact in section 1, explain why the proposed action should not be taken, and include any supporting material.
If you need more time, contact [Name of contact person] at [Contact details of contact person] before the deadline and explain why.
Extensions are decided by [Person or office that decides on extensions].

3. If you do not respond and further steps

If no response is received by the deadline in section 2, the matter may be decided on the information available, and the proposed action may be taken without further notice to you.
After your response is received, or after the deadline has passed, the matter will be considered and you will be told the outcome by: [How and when the outcome will be communicated].
Until a final decision is made, [Any interim arrangement, for example a temporary change of duties or a suspension, or delete this sentence if none applies].
Yours sincerely, **Signed:** [Signature of issuer]
Name: [Full name of issuer] **Job title:** [Job title or role of issuer] **Date:** [Date of signing]