Ashford Business Services Ltd

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: Sarah Mitchell, Office Manager, Operations
From: Sarah Mitchell, Office Manager, Operations
Date: 9 November 2026 **Reference:** JOB-1042
Subject: Show-cause notice: Brief description of the matter
Dear Sarah Mitchell,

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. 9 November 2026.
2. 9 November 2026.
3. 9 November 2026.
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 as agreed at the meeting.
The reason this action is proposed is: Reason for the proposed action, linked to the facts in section 1 as agreed at the meeting.
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: 9 November 2026.
Send it to Sarah Mitchell at sarah.mitchell@ashford-business-services.co.uk.
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 Sarah Mitchell at Contact details of contact person as agreed at the meeting. 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 as agreed at the meeting.
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:** Sarah Mitchell
Name: Sarah Mitchell **Job title:** Office Manager **Date:** 9 November 2026