

DATE: [Insert Date]

TO: [Employee Name]

DESIGNATION: [Employee Designation]

EMPLOYEE ID: [Employee ID Number]

SUBJECT: SHOW CAUSE NOTICE - SLEEPING DURING ACTIVE DUTY

Dear [Employee Name],

This letter is to formally notify you that it has been reported that you were found sleeping during your scheduled duty hours on [Date] at approximately [Time]. This incident was observed at [Location/Department] by [Name of Supervisor/Witness].

Sleeping during active duty is a serious violation of company policy and a breach of your employment contract. Such behavior compromises workplace safety, productivity, and the professional standards of our organization.

You are hereby required to explain in writing why disciplinary action should not be taken against you regarding this matter. Your written explanation must be submitted to the Human Resources Department within [Number] hours/days of receiving this notice.

Failure to provide a satisfactory explanation within the stipulated timeframe will result in the company taking necessary disciplinary action, which may include a formal warning, suspension, or termination of employment, based on the company's disciplinary policy.

Please acknowledge receipt of this letter by signing the duplicate copy.

Regards,

[Your Name/Signature]

[Your Designation]

[Company Name]

ACKNOWLEDGMENT OF RECEIPT:

I, [Employee Name], hereby acknowledge that I have received this Show Cause Notice on [Date] and understand its contents.

Signature: _____