

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

TO: [Employee Name]
Employee ID: [ID Number]
Position: [Job Title]

SUBJECT: NOTICE OF SHOW CAUSE HEARING

Dear [Employee Name],

This letter serves as a formal notice requiring you to attend a Show Cause Hearing to address the following allegations of misconduct and/or performance issues:

- [Insert specific allegation 1]
- [Insert specific allegation 2]
- [Insert specific allegation 3]

The hearing is scheduled as follows:

Date: [Date of Hearing]
Time: [Time of Hearing]
Location: [Meeting Room/Virtual Link Address]

The purpose of this hearing is to provide you with an opportunity to explain your actions and "show cause" as to why disciplinary action, up to and including termination of employment, should not be taken against you.

You are entitled to bring a representative or support person to this meeting. Please note that the hearing will proceed in your absence should you fail to attend without a valid justification.

Please confirm your receipt of this notice and your attendance by [Deadline Date/Time].

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]