

Notice to Explain

[insert date of issuance]

[insert name of employee]

[insert designation of employee]

Dear [name of employee],

We would like to inform you that we have received an incident report. It is alleged that on [insert date and time of the incident] at [insert location of the incident], you [insert a brief description of what had happened].

This act, if proven to be true, is a violation of [insert company rule that has been violated] from our company's [insert the name/title of your company's set of rules; i.e.: Handbook, Code of Conduct, Code of Discipline]. This shall be subject to a corrective action of [specify the would-be sanction]. Attached to this letter are the accompanying evidence.

In this regard and with respect to due process, we are requiring you to submit a written explanation within [insert time: 48 hours for sanctions of warning and 120 hours for suspension or dismissal]. This will be an opportunity for you to defend and explain yourself which may greatly influence the would-be resolution of this case.

Please also be advised that refusal or failure to submit within the deadline means that you have waived your right to be heard and management will proceed in making a decision.

Kindly prioritize this matter.

[signature over name of employee's supervisor]
[designation]

Noted by:

[signature over name of HR head]
[designation]