Mr. James  
Chief operating officer  
ABL

Mr. Meezo  
Sales executive  
ABL

Dated: 31st December, 20XX

Subject: show cause letter for coming late.

Dear Mr. Meezo,

It is to bring to your attention that the management has taken notice of your late comings to the office. Your manager Mr. Smit had earlier warned you of coming late but you had continued with your same routine of arriving late at the office. Smith your late coming to the office is not something new to us. You have been practicing this since last month.

As a matter of fact, earlier it did not affect us before as you had given us a clear reason for your mother’s health due to which you were unable to come on time. But as for now, when your mother is also well, it is affecting us because you not only arrive late at the office but also leave the office premises early before time without completing your work which has led to work being over compiled.

This behavior of yours is certainly not acceptable as your lack of contribution to work is leaving a negative impact on your coworkers and is also affecting your overall performance.

You have been a good employee of the company who has always worked diligently towards achieving the company goals. We wish to work with you on good terms but this attitude of yours is becoming a hurdle in our healthy relationship.

I demand from you in writing a clear reason for your late coming to the office. Your reason must be very clear and sensible. You need to give your reason within two days of receiving this letter.

Yours Sincerely,

Mr. Mr. Meezo  
Sales executive  
ABL