

FORMAT OF THE WEEK

Notice of enquiry when the employee fails to send his explanation to Charge-Sheet

Mr / Ms.....

We find that you have failed to submit your explanation in response to the charge-sheet dated.....It appears that you have no explanation to offer in your defence.

Although we are within our rights to take an appropriate action against you, yet it has been considered expedient to hold an enquiry into the charges leveled against you. Accordingly, you are hereby advised to present yourself at HR Conference Hall at 10.30 AM for said enquiry.

Mr..... has been appointed as Enquiry Officer to hold the enquiry. At the enquiry, you will be given full opportunity to conduct your defence by examining your witnesses and cross-examining company's witnesses.

The relevant papers have been sent to the Enquiry Officer which can be inspected in his presence or in the presence of a person authorized by him on his behalf. Should you fail to present yourself, as directed, the enquiry will proceed ex-parte on the presumption that you admit the charges and you have no defence to offer.

Authorised signature