Date: [Enter Date]

[Full Name of Employee]

[Address of Employee]

Dear [First Name of Employee],

**RE: NOTICE TO SHOW JUST CAUSE**

I confirm that we are investigating whether you have engaged in unsatisfactory/unacceptable work performance.

It has been brought to our attention that on [enter day/date] you [Nature/description of offence - be specific with regards to time, date, place and names of complainants].

The allegations are extremely serious and would evidence a complete dereliction and disregard for the duty of care you owe to [Employer’s name].

We would like to give you the opportunity to respond to the above and to answer the allegations by attending a meeting on [enter day/date] at [enter time]. The meeting will be held at [enter locations]. The possible consequences arising from this investigation include a Formal Warning, Final Written Warning or Termination of Employment.

You are entitled, if you wish, to be accompanied at the meeting by a support person, who may be another work colleague or a union representative.

You are cautioned that failure to abide by these directives will result in your immediate termination.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]  
[Position Title]

Acknowledgement of receipt by the employee:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature