

MODEL PRO-FORM FOR GENERAL CHARGE-SHEET

To

.....

.....

It is reported against you that on _____(date) at _____(time) you_____ (mention clearly the act or acts of misconduct alleged).

The acts, as alleged above to have been committed by you, amount to misconduct which, if proved, would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within _____ days of the receipt hereof as to why you should not be dismissed or other wise punished.

Should you fail to submit your explanation as required, It will be presumed that you admit the charges and have no explanation to offer and the matter will be disposed of without any further reference to you.

Since the charges, leveled against you, are of grave and serious nature, you are hereby suspended pending further proceedings and final orders in the matter.

The receipt of this letter should be acknowledged.

AHTOHRISED SIGNATORY

MODEL SHOW CAUSE NOTICE

To

Mr.....

Emp.No.....

Designation:.....

You have been absenting from duty without leave since.....and as such services are liable to be terminated according to the rules of the company.

You are, therefore, called upon to show cause why your services will not be terminated under Clauseof the State.....Model Standing Orders Act OR Certified Standing Orders rules of the company / establishment for such continued / habitual absence.

AUTHIRISED SIGNATORY

MODEL SHOW CAUSE NOTICE

To

Mr.....

Emp.No.....

Designation:.....

It has been reported against you as under :

On.....at.....you,.....(details of alleged misconduct) The act(s) alleged to have been committed by you amount to misconduct.

Accordingly, you are hereby called upon to submit your written explanation and show cause why disciplinary action should not be taken against you.

Your explanation must reach the undersigned within 48 hours. Should you fail to submit your explanation required, the matter will be disposed of without any further reference to you.

AUTHORISED SIGNATORY

SIMPLE WARNING LETTER

To

Mr.....

Emp.No.....

Designation:.....

WARNING

Your explanation dated in reply to show cause notice dated..... Has been found to be unsatisfactory.

You are accordingly hereby warned.

You are further advised in your own interest to be cautious and not to repeat such an act in future.

AUTHORISED SIGNATORY

STERN WARNING LETTER

To

Mr.....

Emp.No.....

Designation:.....

STERN WARNING

Your explanation datedin reply to show cause notice / letter of charge dated.....has been found to be unsatisfactory.

The gravity of misconduct committed by you is such that it warrants severe punishment. However, we are taking a lenient view this time and have decided to award you this stern warning.

Should you repeat any such thing in future or commit any other misconduct we will not hesitate to take strict disciplinary action against you.

AUTHORISED SIGNATORY

WARNING LETTER FOR HABITUAL IRREGULAR ATTENDANCE

To

Mr.....

Emp.No.....

Designation:.....

Your leave record shows that you are in the habit of absenting off and on and in spite of the fact that you have been verbally advised and are warned for improving your attendance you have not shown any improvement. You were again absent on Without any authorization. You are being given another opportunity to correct yourself and in case you do not show any improvement we will have no alternative but to take a serious view of your action. On your above absence you are being strongly warned.

AUTHORISED SIGNATORY

WARNING LETTER FOR INSUBORDINATION

To

Mr.....

Emp.No.....

Designation:.....

It has been reported that today at 09.00a.m when your supervisor asked you to do.....you refused to carry out the instructions and shouted at him. In your explanation you have admitted your mistake. Although drastic action could have been taken against you for insubordination, but with a view to reform you, you are being given another opportunity and we hope you will be very careful in future in such matters. You are being warned.

AUTHORISED SIGNATORY

MODEL PRO-FORMA FOR GENERAL CHARGE-SHEET

To

Mr./ Ms.....

Emp.No.....

Designation.....

It is reported against you that on _____(date) at _____(time) you _____ (mention clearly the act or acts of misconduct alleged).

The acts, as alleged above to have been committed by you, amount to misconduct which, if proved, would warrant serious disciplinary action against you.

Accordingly, you are hereby required to show cause within _____ days of the receipt hereof as to why you should not be dismissed or other wise punished.

Should you fail to submit your explanation as required, It will be presumed that you admit the charges and have no explanation to offer and the matter will be disposed of without any further reference to you.

Since the charges, leveled against you, are of grave and serious nature, you are hereby suspended pending further proceedings and final orders in the matter.

The receipt of this letter should be acknowledged.

AHTOHRISED SIGNATORY

PRO-FORMA FOR NOTICE FOR SUSPENSION ORDER PENDING ENQUIRY:

To

Mr./ Ms.....

Emp.No.....

Designation.....

Whereas the charges amounting to gross misconduct (s) and indiscipline against you have been leveled in accordance with Company Service Rules / Standing Order No.....as per charge-sheet dated.....sent to you.

Now, therefore, you are hereby placed under suspension with effect from.....under clauses.....of the Factory / Company Rules / Standing Orders. Your suspension has been considered necessary in order to maintain proper discipline in the Factory / Company / Establishment and to conduct proper enquiry against you.

You will be entitled to receive subsistence / suspension allowance of Rs..... During the period of suspension.

AHTOHRISED SIGNATORY

PRO-FORMA FOR A LETTER TO THE ENQUIRY OFFICER FOR CONDUCTING ENQUIRY AND CONVEYING HIS ACCEPTANCE

To

Mr. / Ms.....
.....

Sir / Madam,

The Management has issued a charge-sheet to one of the employees calling for his explanation thereto. The explanation, has been found to be as unsatisfactory. The Management has decided to hold an enquiry by giving an opportunity to the delinquent employee to defend himself.

The Management has decided to appoint you as an Enquiry Officer and we need your formal approval which may kindly be conveyed at your earliest.

Please be assured that the Management will extend full co-operation in this context and Mr. / Ms..... Has been appointed as its representative.

Thanking you,

Yours Sincerely,
For & on behalf of the Management

Authorised Signatory

CC: Mr./ Ms.-----, you are appointed as Management's Representative to co-ordinate with the Enquiry Officer.

Note: After the disciplinary authority decides to order an enquiry, it may hold the same itself or appoint an Enquiry Officer for that purpose in the absence of a provision to the contrary in the in the service or discipline rules concerned. The Enquiry Officer functions only as a delegate of the disciplinary authority, whose conclusions and recommendations may or may not find favour with the disciplinary authority.

The prerequisites of a person to be Enquiry Officer may thus be summarized as under.:

- (a) The appointment of the Enquiry Officer should be made by an authority competent to take disciplinary action against the workman concerned.
- (b) Before making the appointment of a person to act as Enquiry Officer, it must be seen that he is a person with open mind, a mind which is not biased against the workman concerned.
- (c) A person to be Enquiry Officer must be a Responsible Officer or High Status commanding respect from the workman. He should not be a person of lower status and should not be judge in his own cause.

PRO-FORMA FOR A NOTICE TO THE CHARGE-SHEETED EMPLOYEE FOR HOLDING ENQUIRY:

To

Mr./ Ms.....

Emp.No.....

Designation.....

Ref: Your explanation datedin response to the charge-sheet dated.....

We are in receipt of your explanation dated.....in response to the charge-sheet dated.....After careful consideration of your explanation, which has been found unsatisfactory, it is considered desirable and necessary to conduct an enquiry into the charges leveled against you. You are hereby informed that the enquiry will be conducted by Sri.....who has been entrusted with assignment to hold the enquiry.

You are, therefore, directed to attend and participate in the enquiry proceedings with all the necessary document, evidence and witness (es) that you may seek to rely upon in your defense. You are further intimated that if you fail to attend the enquiry proceedings without sufficient cause, the enquiry will be proceeded ex-parte without notice to you.

For & on behalf of the Management

Authorised Signatory

DRAFT OF NOTICE AFTER RECEIPT OF ENQUIRY REPORT

To

This has reference to the charge sheet dated _____ issued to you and the enquiry held thereafter. We have since received the report of the enquiry officer, wherein the charges leveled against you have been proved.

Before we consider the findings of the enquiry officer, you are hereby given an opportunity as to what you have to say o the findings. You are given a period of three days to submit your reply. In case we do not hear from you within the stipulated time period, necessary action will follow, without further reference to you.

Manager/ Competent Authority

NOTICE OF DISCHARGE TO AN EMPLOYEE

To

This has reference to the charge sheet dated _____ issued to you & enquiry held thereafter. We have duly considered the report of the enquiry officer and are satisfied that the charges as leveled against you have been proved against you in the enquiry.

In view of the serious nature of misconduct committed by you & fully proved against you, it has been decided to dispense with your services. However, on compassionate grounds considering extenuating and aggravating circumstances, the management, instead of dismissing you from services has decided to impose lesser punishment of discharge on you with immediate effect from _____

Your final payment of dues including wages for 1 month in lieu of notice will be made to you in the office on or before _____ during office hours on any working day after you hand over the charge.

Manager/ Competent Authority

ORDER OF DISMISSAL

To

We have received the enquiry report that was held on _____ against you consequent to the charge sheet dated _____. After going through the proceedings of the enquiry, we find that the charges have been proved against you.

Since the charge (s) committed by you is/are of serious nature, the appropriate punishment is dismissal from service. You are therefore, hereby dismissed from service with effect from _____ you can collect your dues, if any, and settle your account on any working day during the office hours from Accounts Department.

Manager/ Authorised person with designation

C.C : - The Accounts Deptt. for information if necessary action.

ORDER OF REDUCTION IN RANK

To

Your past conduct and service records reveal that you have no initiative or sense of responsibility. Frequently, you have stayed away from duty & neglected your work. Time & again you were warned/ reprimanded but there has been no improvement. We tried our best to motivate you to take interest in the work & to observe regularity & punctuality but of no avail. You have been as careless as ever & have refused to perform your duties seriously. Your carelessness has not caused the work to suffer but it is also likely to effect the discipline among other members of the staff.

Under circumstances we are of the concerned opinion that the post held by you entails greater responsibility that you can shoulder as you lack necessary initiative, which is required for the post. Therefore, we hereby give you 1-month notice to relieve you from the present post and instead assign you post of _____ with immediate effect from _____. This post entails lesser responsibility & we feel that you will be able to perform your duty more satisfactorily in this capacity. However, you will be entitled to only those benefits and salary that the post carries.

We must also make it clear that if you fail to show marked improvement & continue to conduct yourself in the way you have been doing, we shall be constrained to dispense with your services after holding enquiry, if necessary.

Manager/Authorized person with designation

C.C: - The Accounts deptt for information & necessary action.

ORDER OF WITHOLDING ANNUAL INCREMENT/(S)

To

In continuance of the charge sheet dated _____ issued to you & the Enquiry held into the charges, this is to inform you that we were satisfied that you are found guilty of the charges leveled against you and severe punishment including dismissal/discharge can be inflicted upon you.

However, on going through your past record & considering the nature of the misconduct by you the undersigned decide that this time a milder punishment will meet the ends of justice. Therefore, it has been decided to withhold your annual increment for _____ year/years.

During the period for which your annual increment is being withheld the management will watch your performance and conduct and if found satisfactory the grant of increment/ increments to you will be reconsidered on the expiry of the said period.

Manager/ Authorized person with designation

C.C: - The Accounts deptt for information & necessary action.

ORDER OF IMPOSING FINE AS A PUNISHMENT

To

This is in continuance of the charge-sheeted dated _____ issued to you & the enquiry held in pursuance thereof. As a result of the enquiry, the management is satisfied that the charges leveled against you amply proved.

On the bases of the charges proved against you, dismissal from service would be rather appropriate in the ordinary course but in consideration that this for the first time that you have been found guilty of the charge, the management decides to afford you an opportunity to improve yourself & instead of awarding the extreme penalty, impose upon you a fine of Rs. _____ as punishment.

Manager/ Competent Authority

Date: -

C.C: - The Accounts Dept

PROFORMA SUGGESTED FOR A CHARGE SHEET TO AN EMPLOYEE FOR HABITUAL ABSENTEEISM

TO

Following are the charges against you:

Perusal of your attendance record reveals that you are in habit of absenting yourself from your duties without any information and proper sanction of leave. Your absentee spells are on an increase and your absentee record for the preceding _____years are reproduced hereunder.

MONTH DAYS OF	DATES	NO. OF UNAUTH ORIZED ABSE NCE
_____	_____	
XXX	XXX	XXX
XXX	XXX	XXX

You have been verbally advised to improve you attendance record and not to indulge in unauthorized absence from duties. But despite these verbal advises/reprimands and assurance given by you, you have not shown any improvement in your attendance.

The above act of habitual absence on your part constituted major misconduct under certified standing orders of the company applicable to you and also affects the work of the company.

You are hereby required to submit your explanation, if any to this charge-sheet within 3 days from its receipt failing which it will be presumed that you have no explanation to offer and the management will be free to take any action that may be deemed proper in you case.

For _____

(Authorized Signatory)

PROFORMA SUGGESTED FOR CHARGE SHEET FOR SLOWING DOWN WORK

To,

It is reported against you as under:

1. That on _____(date) at about _____(time) while on duty, you in combination with others, deliberately slowed down the work in a concerted manner and instigated Mr.B & C to adopt 'go slow' tactics. You further threatened Mr. D who did not want to follow the suit.
2. That while your prior production was _____ per day, your production on _____ and thereafter has been deliberately brought down to _____ which is much below the normal production of a worker of average efficiency.
3. That the above acts/omissions on your part are highly objectionable being prejudicial to the interest of the company, which has to compete with other efficiently run enterprises.
4. That despite repeated advice not to adopt to 'go slow' tactics, by your superior/superiors, you did not adhere to the actual norms of production, you have been maintaining earlier but instead, kept on idling away your time.
5. As a result of your 'Go Slow' tactics and instigating others to slow down the work/production has considerably gone down, resulting into loss to the company.
6. The above acts on your part constitute major misconduct under certified standing orders no. _____ and no. _____ of the company applicable to you.

You are hereby required to submit your explanation, if any to this charge-sheet within 3 days from its receipt failing which it will be presumed that you have no explanation to offer and the management will be free to take any action that may be deemed proper in your case.

AUTHORISED SIGNATORY

Appreciation Letter

Dear (Name of the candidate),

I would like to take this opportunity to express my heartfelt thanks to you for your very active involvement _____(Reason) . The Chairman and Board Members have also asked me to pass on their sincere appreciation for your efforts in supporting us with the undertaking.

Again, thanks so much for your enthusiastic participation in our conference. I have no doubt that it would not have been the success that it was without your presence.

Best Regards,

_____(Your name and Your Digital Signature)

Rejection Letter

Dear (Name of the candidate)

I regret to inform you that your recent application for the Head of Security position at ___(Name of the company) was unsuccessful.

Although you met all of the mandatory minimum qualifications for the position, the Interview Board chose a candidate with considerably more experience than you currently possess and also whose skill set Matches closely with the current profile we are looking at . I am here to convey thanks for your candidacy .

On behalf of ___(Company name) I thank you for your interest and effort, and I wish you all the best in your future career endeavors.

Sincerely,

_____(Your name and Your Digital Signature)

Apology Letter

Dear (Name of the candidate)

The purpose of this is to convey to you my sincere apologies for any inconvenience you may have experienced last month with respect to ____ (Cause of Inconvenience). We continue to be committed in reaching your expectations. Once again , Let me convey my sincere apologies concerning this and also would see to it that this would not happen in future .

Sincerely,

_____(Your name and Your Digital Signature)

Appointment For Interview

Dear _____ (recipient's _____ name),

Thank you for your application regarding the position of (job title) at (company). We are impressed with your qualifications and would like to meet with you to have a round of Discussion . Please come down to our office and take an interview any time between __ A.M to __ P.M . Should you have any queries ,please feel free to call me _____ (Mob Num) and reach me at (your Email ID) .

We look forward to meet you soon at our Office.

Best Regards,

_____(Your name and Your Digital Signature)

New Employee Introduction

Hi All

Please extend your warmest welcome to (name). (name) will be heading up our (department) division and is excited to begin in this capacity. He comes to us with more than (number) years in...(Industry) . She would be reached at (Corporate Email ID). Request one and all to extend your warm look upon her .

Best Regards,

_____(Your name and Your Digital Signature

Extending Job Offer

Dear _____ (recipient's _____ name),

We are delighted to have you be a part of (company). As discussed in your interview, we are offering you the position of (job title) your starting salary will be ___ per Year. The Break-up for the same will be provided on your Date of Joining Please acknowledge your Interest as a reply to this Email and Mention us your Date of Joining .

An Early response to the same is highly appreciated. Look forward to have a amiable Association with you .

Regards

_____(Your name and Your Digital Signature .

Birthday Congratulations

Dear (recipient's name)

Wish you a Happy Birthday ! We hope that you have a great year and accomplish all the fabulous goals you have set. May the coming years be filled with happiness, peace, and love. Have a Great day ahead .

Sincerely,

_____ (Your name and Your Digital Signature)

HIKE Letter

Dear Employee,

We are glad to inform you that your CTC/salary is being revised to _____ . The break up of the same is as follows:

Basic:

Conveyance:

Flexi Benefit Plan:

PF Contribution:

The other terms and conditions of the appointment remains the same.

Looking forward for a greater performance.

Regards,

_____ (Your name and Your Digital Signature)

HIKE Letter II

Dear Employee,

We take this opportunity to thank you for your contribution towards (Name of the company) _____ performance in (Year) _____. Your efforts towards helping the company achieve its strategic goals are appreciated.

Your performance for the year _____ has _____ and has been evaluated as ____ (Rating). Consequently, your annual compensation has been enhanced as shown below wef _____.

Components:

Fixed Cash Component(A)

Basic:

Flexible Benefit Plan(FBP)

Provident Fund(PF)

Cost to Company

Variable Cash Component(B)

Performance Bonus

Retirals(C)

Gratuity

Other Allowances(D)

Total Yearly Compensation (A+B+C+D)

Benefits:

Group Term Life Insurance

Group Personal Accident Insurance

Group Medisclaim Insurance

We look forward to your continued contribution that would enable us to work together as a team and scale greater heights in the coming years.

We wish you all the best for your future endeavours and contributions to our organization.

PROMOTION LETTER

Dear Mr. /Ms,

We are very happy to inform you that you have been promoted as (designation)with effect from (due date). In accordance we hereby revise your Gross Salary as Rs /-.Other terms and Conditions remain the same as per the appointment letter.

Kindly sign and return the duplicate of this letter as a token of your acceptance of the above terms and conditions.

With best wishes,

_____ (Your name and Your Digital Signature)

ADDRESS PROOF LETTER FOR EMPLOYEE

To Whomsoever it may concern

This is to confirm that Ch.Sudheer is working in (Company) as (Designation) .
As per the company's record, His services were effective since **(Date of Joining)** . Also would want to confirm the current address of (Name of the Employee) as “ put the Adress ” as per company's Employee Records .

Sincerely

Human Resources

_____ (Your name and Your Digital Signature)