

# ■ Show Cause Letter Template

## Ready-to-Use Template for Kenyan Workplaces

Prepared by EmmanuelHR

[Your Company Letterhead]

Date: [Insert Date]

To: [Employee Name]  
Designation: [Employee Job Title]  
Department: [Department]

Subject: Show Cause Letter Regarding [Nature of Allegation]

Dear [Employee Name],

This letter serves to notify you that on [insert date], it was observed/reported that you [describe the misconduct/incident in detail, e.g., failed to report to work for two consecutive days without notice].

This conduct is considered a potential violation of company policy and may amount to gross misconduct under the Employment Act and our internal disciplinary code.

You are hereby required to show cause in writing within [e.g., 48 hours] from the date of this letter, explaining why disciplinary action should not be taken against you for the above-mentioned matter.

Failure to respond within the stipulated time will result in the matter proceeding without your input, and a disciplinary hearing may be scheduled based on available information.

Yours sincerely,  
[HR Manager/Supervisor Name]  
[Title]  
[Signature]

Cc: HR Department  
Employee File