

# CCS Insights: Sample of Show Cause Letter Due to Absenteeism

***see BEYOND THE NUMBERS***

May 22, 2020

[CCS INSIGHTS: SAMPLE OF SHOW CAUSE LETTER DUE TO  
ABSENTEEISM]

Sample of Show Cause Letter Due to Absenteeism 要求解释信样本 – 缺席

Date: DD/MM/YYYY

Name:

Designation:

Department:

Dear

员工缺席，公司怎样出

Show Cause Letter

Due to Absenteeism of Staff

**RE: SHOW CAUSE LETTER DUE TO ABSENTEEISM** 要求解释信 - 缺席

We refer to the above and note that you have been absent from work since DD/ME/YYYY.

参照上述内容，我们留意到自 DD / ME / YYYY 起，你就缺席没上班。

We note that you have not contacted the company to explain your absence.

我们发现到你并没有知会公司关于你的缺席。

By your absence from work you have breached your contract of employment for which you can be dismissed. In view of this, you are required to provide a written explanation to the undersigned, on or before DD/MM/YYYY, with supporting documents and why you should not be dismissed.

由于在工作岗位上缺席，你已经违反了雇用合约，这将造成你可以被解雇。有鉴于此，您需要在 DD / MM / YYYY 或之前向发出此信的签署人提供书面说明，并附上证明文件，同时解释为什么你不应该被解雇。

Please take note that if your explanation is not received, the Management will consider that you have abandoned your employment without notice.

请注意，如果没有收到你的解释，管理层将视为你已经在不给通知书的情况下放弃工作。

Yours faithfully

Acknowledgment by Employee

林北

Ling Bei  
Managing Director

Name:  
Date:

**For further consultation, please contact:**

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