**NOTICE TO AN EMPLOYEE ON FAILURE TO COMPLY WITH ORDER OF TRANSFER**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

1. This is with reference to this office order No. [[No.]] dated [[Date]] ordering your transfer from [[Place]] to [[Place]].
2. The order has been passed in accordance with the conditions of service applicable to you as specified in the letter of Appointment issued to you.

Further, the order has been issued having regard to the exigencies of service.

1. It is noticed that you have not yet carried out the order. You are hereby instructed to comply with the above mentioned order without any further delay.
2. This order is issued without prejudice to the right of this office to take such disciplinary action as this office may decide to take against you for not complying with the said order of transfer so far.

Yours Truly,

COMPETENT AUTHORITY

[[NAME Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]

**NOTICE TO A SALES REPRESENTATIVE TO SEND THE DAILY REPORTS**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sir/Madam,

1. As a Sales Representative of this Company, you are bound to send the Daily Progress Reports of your work when you are working in the field and at an outside place. But it has been found by our department that you have not sent any report of your working ever since you had visited.[[Name of Place]] on [[date]].
2. You are hereby called upon to send the Daily Progress Reports regularly on the Performa given to you.
3. The reports for the past [[No.of Days]] days must be sent within [[No. of days]] days from the receipt of this notice and in future you must send the report every day.

Yours Truly,

COMPETENT AUTHORITY

[[Name Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]

**NOTICE FOR HABITUAL ABSENCE FROM DUTY**

Ref No. [[Format of the Reference No.]]

Date: [[Date]]

To

[[Name]]

[[Name of father]]

[[Address]]

Dear Sir/Madam,

 It is reported against you as under :

1. You are absenting yourself from duty w.e.f. [[Date]] without prior permission /application or even intimation. In the past also, you have remained absent without obtaining prior sanction of leave details of which are given below :

[[Herein give details of absence]]

1. Sudden absence dislocates the normal work of the establishment/factory, while such repeated absences, on your part, notwithstanding oral and written warnings, issued more particularly on [[Date]] have adverse effect both on output as well as on discipline.

[[Herein give details of warnings]]

1. Habitual absence from duty is a serious misconduct under Service Rules/Standing Order No. [[No.]] In view of the above, you are called upon to explain in writing within [[No.]] days as to why an appropriate disciplinary action should not be taken against you.
2. If you fail to submit your explanation within the specified time, it shall be presumed that you accept the charges to be correct and have no explanation to offer, in that event the management will be at liberty to take further appropriate action without further reference to you.

Yours Truly,

COMPETENT AUTHORITY

[[Name Email: Identity | Signature]]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*[[Name | Uppercase]]\*\*

[[Address]]

[[Contact]]