[Company Letterhead

# NOTICE TO EXPLAIN

Date: **[Date of Issuance]**

**[Employee's Complete Name]**  
**[Position]  
[Department]**

Dear Mr./Ms. **[Employee's Last Name]**:

This is to formally require you to submit a written explanation regarding an incident that occurred on **[date]** at approximately **[time]** at **[location]**, wherein you allegedly **[describe the specific misconduct with details]**.

Based on the initial report submitted by **[source of information/complainant]**, you were observed **[provide specific details of the alleged violation]**. This incident was also witnessed by **[names of witnesses, if any]**.

Your alleged actions appear to violate the following company policies:

1. Section **[X]** of the Company Code of Conduct which states: "**[quote the relevant provision]**"
2. Section **[Y]** of the Employee Handbook which prohibits "**[quote relevant provision]**"

You are required to submit your written explanation regarding this matter within five (5) working days from receipt of this Notice. You may also include any evidence to support your explanation and you may request to examine evidence in the company's possession related to this matter.

Please be advised that a formal administrative hearing may be conducted where you will be given the opportunity to present your side and confront the evidence against you. You may opt to be assisted by a representative of your choice during this process.

Depending on the findings, this incident may result in disciplinary action up to and including termination of employment in accordance with company policies and Philippine labor laws.

Very truly yours,

**[Name of HR Manager/Department Head]  
[Position]  
[Contact details]**

Received by:  
  
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[Employee's Signature over printed Name] [Date]