

Date -----

To,

Shri .....

Address :

**Subject: Charge sheet Cum Suspension Letter.**

Dear Sir,

You have been working with us since..... in the capacity of \_\_\_\_\_

The Company has decided to issue this Charge sheet to you under the following charges framed against you, as per the Model Standing Orders applicable to the Company.

Charge No.1 .....

Charge No.2 .....

If you wish you can furnish explanation to this Charge sheet prior to the date of enquiry.

Shri ..... is appointed as an Enquiry Officer to enquire into the abovementioned charges. The Enquiry is fixed on ..... in the office of the Company at ..... a.m/p.m. You are requested to present on this date and time. You have right to appoint representative to participate in the enquiry. If you fail to remain present on the above mentioned date and time, the enquiry shall be conducted *ex parte*.

During the period of enquiry, in order to maintain discipline and for smooth conduct of the enquiry, with this order, you are kept under suspension pending

enquiry w.e.f. .... You will be paid Suspension Allowance during the period of suspension.

For and on behalf of .....  
(Authorised)

DRAFT