

NOTICE OF ENQUIRY

Date: _____

To,

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Sub: Enquiry of Charge Sheet.

1. This has reference to Charge-sheet dated issued to you. Till today you have not given your written explanation which reveals that you do not want to furnish an explanation as to the charge sheet. Therefore, we have appointed Shri as an Enquiry Officer to conduct an enquiry.
2. The Enquiry shall be held on at at a.m./p.m.
3. You are requested to be present along with your representative at the time of enquiry as per the above mentioned time, date and place.
4. Please note that in case you do not attend the enquiry the enquiry will be conducted ex-parte. Please take a note of the same.

For A Limited,

President