

Appendix D : Sample of Show Cause Letter Due to Falsifying Medical Certificate

Date: DD/MM/YYYY

Name:

Designation:

Department

Dear _____

SHOW CAUSE LETTER DUE TO FALSIFYING MEDICAL CERTIFICATE

It is noted that you have obtained sick leave from a clinic named Klinik ABC, <Address> and have submitted the following certificates in support of the sick leave:

Date of MC	Medical Certificate No.
1. DD/MM/YYYY	12345
2. DD/MM/YYYY	67890

Investigations by the Management indicate that there is no such clinic at the said address and that there is no such address as well. In view of this, there are doubts over the validity of the sick certificates that you have submitted.

You are therefore required to give a written explanation to the undersigned on or before **DD/MM/YYYY** as to how you obtained the sick certificates from a non-existent clinic.

Please take note that if it is established that there is no such clinic, your action would not only amount to fraud but would also constitute a criminal offence which may require the company to make a police report.

You are also to take note that if your explanation is not received or is found unacceptable, appropriate action would be taken against you.

Pending your explanation and a decision by the company, you would be suspended from work until **DD/MM/YYYY**. During the period of your suspension, you are not allowed to enter the company premises or carry out any transaction on behalf of the company without prior approval.

Yours faithfully,

Acknowledgment by Employee

(Name of Signatory and Designation)

Name:

Date: