



## مكتب مسجد السلطان الحاج أحمد شاه

### OFFICE OF SULTAN HAJI AHMAD SHAH MOSQUE

Level 2, Central Complex, International Islamic University Malaysia, P.O. Box 10, 50728 Kuala Lumpur  
Telephone : 03 6421 5900/5907 Fax : 03 6421 5024/ 5909  
Website : www.iium.edu.my/office/mosque Email: mosque@iium.edu.my

## STAFF SHOW CAUSE MEMO

### A. STAFF PARTICULARS

1) Name	:			
2) Division/Unit	:			
3) Staff No.	:		4) Date :	
5) Designation	:			

### \*TO HEAD OF DIVISION/ SECTION/ SUPERVISOR

\* Instructions: Complete this form when it is necessary to inquire an employee on any disciplinary matter.  
Give a copy of the report to the employee. Forward the original to the Management for further action and filing purposes.

### YOU ARE HEREBY ALLEGED THAT; (Tick whichever suitable and may choose more than (1) one)

- |  |                          |                                   |                          |
|--|--------------------------|-----------------------------------|--------------------------|
| 1) Absent Without Approval and Reasons   | <input type="checkbox"/> |                                   |                          |
| 2) Absence to be present for any length of time and place where the staff is required to be present :~ |                          |                                   |                          |
| a) Arriving Late at Workplace  | <input type="checkbox"/> | d) Leaving Work Early             | <input type="checkbox"/> |
| b) Extended Breakfast/Lunch  | <input type="checkbox"/> | e) Loitering During Working Hours | <input type="checkbox"/> |
| c) Leaving Work for Personal Matters   | <input type="checkbox"/> | f) Others :                       | <input type="checkbox"/> |
- (Please Specify)

### EXPLANATION AND FURTHER DETAILS;

---

---

I acknowledge receipt of a copy of this memo and my reason(s) is/are as follow(s):

\*Kindly submit your explanation within 3 working days (you may use additional sheets if necessary)

---

---

Staff Signature

Date :

Supervisor/ HOD Signature & Official Stamp

Date :