

# Absenteeism Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Department: [Insert Department]

Dear [Employee Name],

We are writing to formally notify you regarding your recent absenteeism and its connection to employee misconduct. Our records indicate that you were absent without notification from [Insert Dates]. This behavior is against our company policy and has been disruptive to your team.

Please be aware that continued absenteeism without appropriate notice may lead to further disciplinary actions. We encourage you to discuss any challenges you may be facing that affect your attendance.

We expect your prompt attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Company Name]