

Attendance Concern Letter

Date: [Insert Date]

To: [Employee Name]

From: [Your Name] [Your Position]

Subject: Concern Regarding Attendance Issues

Dear [Employee Name],

I hope this message finds you well. I am writing to address a concern that has come to my attention regarding your attendance at work. It has been noted that you have been absent on multiple occasions, and this has had an impact on our team's productivity.

We value your contributions to the team, and it is important for all team members to maintain consistent attendance to ensure we meet our goals. I encourage you to discuss any challenges you may be facing that could be affecting your attendance.

Please let me know a convenient time for us to meet and discuss this matter further. Our goal is to support you and find a way to improve your attendance moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]