

Follow-Up on Absenteeism Discussion

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Thank you for meeting with me on [insert date of discussion] to discuss your recent absenteeism. I appreciate your openness during our conversation and want to follow up on a few key points we addressed.

As we discussed, your attendance record is crucial not only for your performance but also for the team's overall productivity. We acknowledged the challenges you have been facing and explored possible ways to support you moving forward.

To assist you, I would like to reiterate the importance of communicating any issues that may affect your attendance, and I encourage you to reach out if you need further assistance or resources.

Please let me know if there's anything we can do to help improve your situation. I am hopeful that together we can find a positive way forward.

Thank you once again for your time and commitment.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]