

Subject: Inquiry Regarding Patterns of Absenteeism

Dear [Employee's Name],

I hope this message finds you well. I am writing to inquire about your recent patterns of absenteeism within the organization. We have noticed that you have been absent on several occasions, and we would like to understand if there are any underlying issues that we can assist with.

Please take a moment to share your perspective on your recent absences. Your feedback is important to us, as we aim to provide a supportive work environment.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]