

Notice of Excessive Absenteeism

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Notice of Excessive Absenteeism

Dear [Team Member's Name],

We are writing to formally address a concern regarding your attendance. Our records indicate that you have exceeded the allowed number of absences over the past [insert time period]. Specifically, you have been absent for [insert number] days without prior communication.

Excessive absenteeism can impact team productivity and project timelines. We value you as a member of our team and want to support you in resolving any issues that may be contributing to your absences.

We encourage you to meet with us to discuss any challenges you are facing and to explore options for improvement. Please reach out to schedule a meeting at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]