

Absence Policy Reminder

Dear [Employee's Name],

This is a friendly reminder regarding our company's absence policy. We value your contributions and want to ensure that all employees are aware of the guidelines for taking leave.

Please remember the following key points:

- Notify your supervisor at least [X days/hours] in advance of any planned absence.
- For unplanned absences, please inform your supervisor as soon as possible.
- Provide any required documentation for extended leaves or recurring absences.
- Excessive absenteeism may result in disciplinary action.

If you have any questions or need clarification regarding this policy, please do not hesitate to reach out.

Thank you for your attention to this matter!

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]