

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up regarding your recent absence on [Date(s) of Absence]. We noticed that we did not receive any notification about your absence, and I wanted to check in to ensure everything is okay.

Please let us know if there were any issues that prevented you from informing us, and if there's anything we can assist you with. It's important for us to maintain clear communication regarding attendance and leave.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]