

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Department]

[Company Name]

Dear [Employee's Name],

I am writing to formally address the issue of your frequent absenteeism from work. We have recorded that you have been absent on several occasions over the past [time frame], specifically on [list specific dates if necessary]. This pattern of behavior is concerning as it affects not only your performance but also the overall productivity of our team.

Please understand that regular attendance is crucial for the success of our operations. We value your contributions to the company, and it is important that we work together to resolve this matter.

I would like to schedule a meeting to discuss this issue further and explore any underlying reasons for your absences. Please contact me at your earliest convenience to arrange a suitable time for us to meet.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]