

# Notification of Excessive Absenteeism

Date: [Insert Date]

To: [Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. This letter serves as a formal notification concerning your attendance record at [Company/Organization Name]. According to our records, we have observed a pattern of excessive absenteeism which has raised concerns regarding your commitment and performance.

Over the past [duration], you have been absent on [number] occasions. This level of absenteeism is impacting the team's performance and overall productivity. We understand that there may be valid reasons for your absences, and we encourage you to communicate any challenges you may be facing.

To avoid further action, we kindly request that you meet with your supervisor by [set date] to discuss this matter and outline a plan to improve your attendance moving forward.

We value your contributions to the team and hope to support you during this time. Please feel free to reach out to [HR Contact/Manager's Name] at [contact information] if you have any questions or require assistance.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]