

# Official Absenteeism Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor/Manager's Name]

Subject: Notification of Absenteeism

Dear [Employee's Name],

This letter serves as a formal notification regarding your recent absenteeism from work. As per our records, you were absent on the following dates:

- [Date of Absence 1]
- [Date of Absence 2]
- [Date of Absence 3]

We understand that there may be valid reasons for your absence. However, we must remind you of our company's policy regarding attendance, which requires employees to notify their supervisor in advance of any anticipated absences.

We encourage you to reach out if there are any personal difficulties affecting your attendance, or if you need assistance in any way.

Please acknowledge the receipt of this notification and your understanding of the attendance policy. We look forward to seeing you back at work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]