

Dear [Employee's Name],

Thank you for reaching out regarding your recent absence from work. We value your contribution to the team and appreciate your communication during this time.

Please provide us with the necessary documentation or further details regarding your absence so we can ensure we handle this matter appropriately. Your health and well-being are important to us, and we want to support you as best as we can.

If you need to discuss this further or require any assistance, feel free to contact me directly.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]