

Notice for Attendance Verification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Dear [Recipient's Name],

This letter serves as a formal notice for attendance verification for the period of [Start Date] to [End Date]. As part of our regular auditing process, we would like to confirm your attendance records during this timeframe.

Please provide the following information:

- Days present: [List Days]
- Days absent: [List Days]
- Any leave taken: [Specify Leave Types]

Kindly submit the requested information by [Submission Deadline]. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]