

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Acknowledgment of Inconsistent Attendance at Meetings

I hope this message finds you well. I am writing to formally address a concern regarding your attendance at team meetings over the past few months. It has been observed that your presence has been inconsistent, which can impact team collaboration and overall project progress.

We value your contributions to the team and would like to understand any challenges you may be facing that are affecting your attendance. Please feel free to reach out to me to discuss this matter further. We are committed to supporting you in any way we can.

Thank you for your attention to this matter. We look forward to your continued contributions and hope to see you more regularly at our meetings.

Best regards,

[Your Name]

[Your Position]

[Your Company]