

# Confirmation Request for Absence

Dear [Employee's Name],

I hope this message finds you well. We noticed that you were absent from work on [dates of absence]. In order to maintain accurate records, we kindly request your confirmation regarding this absence.

Please provide the reason for your absence and any relevant documentation, if applicable, by [due date]. Your prompt response will help us in processing your records efficiently.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]