

# Employee Absence Verification Inquiry

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Absence Verification Inquiry for [Employee's Name]

Dear [Supervisor's Name],

I am writing to inquire about the recent absence of [Employee's Name], who works in the [Department/Team Name]. We have received information regarding their absence from [Start Date] to [End Date], and I would like to verify the circumstances surrounding this absence.

Could you please provide any details regarding the reason for [Employee's Name]'s absence, including whether it has been documented and if any further action is required from our end?

Thank you for your assistance with this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]