

Inquiry Regarding Employee Absence Verification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the absence verification of an employee, [Employee's Name], who has been absent from work on the following dates: [Insert Dates of Absence].

As part of our record-keeping and to ensure compliance with company policies, we would appreciate it if you could provide us with the necessary verification regarding this employee's absence. Specifically, we are seeking information on the reasons for the absence and any relevant documentation.

Thank you for your attention to this matter. Please let us know if you require any further information from our side.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]