

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to inform you that we have noticed your recent absence from work on [specific dates]. To maintain accurate records and comply with our company policies, we kindly request verification regarding your absence.

Please provide us with the necessary documentation or an explanation regarding your absence by [response deadline]. This will help us in processing your leave and ensuring that all records are accurate.

If you have any questions or need assistance, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]