

Verification Request for Employee Absenteeism

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally request verification regarding the absenteeism of our employee, [Employee's Name], who has been absent from work on the following dates: [List of Dates].

We understand that [Employee's Name] may have approached you for support during this time, and we are seeking confirmation of these absences and any relevant information you can provide. This information will assist us in our personnel management and ensure proper record-keeping.

Your timely response to this request is appreciated. Should you need to discuss this matter further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]