

Absenteeism Follow-Up Letter

Date: [Insert Date]

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up regarding your recent absences from work on [insert dates of absence]. We have noted that your attendance has been inconsistent, and we would like to understand if there are any underlying issues that need to be addressed.

Your role is important to our team, and consistent attendance is crucial for our success. If you are facing any challenges that may be affecting your ability to attend work, please let us know. We are here to support you and find solutions that work for both you and the organization.

Please reach out to me at your earliest convenience so we can discuss this matter further. Thank you for your attention to this important issue.

Sincerely,
[Your Name]
[Your Position]
[Your Company]