

Absenteeism Follow-Up Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Follow-Up on Absenteeism

Dear [Employee Name],

I hope this message finds you well. I am writing to follow up on your recent absences from work, specifically on the dates of [insert dates of absence]. We value your contributions to the team and want to ensure that any challenges you may be facing are addressed.

It is important to understand that excessive absenteeism can impact the team's productivity and overall morale. As per our company policy, we are required to address patterns of absenteeism and may need to discuss corrective actions if it continues.

Please schedule a meeting with me at your earliest convenience to discuss this matter. We want to work together to find a solution that supports both your needs and the team's goals.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]