

Absenteeism Follow-Up Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Follow-Up on Absenteeism

Dear [Employee Name],

I hope this message finds you well. I am writing to follow up regarding your recent absenteeism. We have noticed that you have had [number of absences] absences in the past [time period], and I wanted to discuss this matter with you.

We understand that there may be valid reasons for your absences, and we want to ensure that you feel supported during this time. It is important for us to maintain clear communication regarding attendance.

Could we schedule a meeting to discuss your situation and any support you may need from us? Please let me know your availability this week so we can address this before it becomes a larger issue.

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

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]