

## **Absenteeism Follow-Up**

Dear [Employee's Name],

I hope this message finds you well. I wanted to reach out regarding your recent absenteeism from work. We understand that there can be various reasons for taking time off, and we are here to support you.

Your well-being is important to us, and we would like to discuss any challenges you might be facing and how we can assist you during this time. Please let us know if there's anything specific we can do, or if you would like to schedule a meeting to talk about this in more detail.

We appreciate your contributions to the team and look forward to seeing you back at work soon.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]