

Absenteeism Follow-up Letter

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We hope this message finds you well. This letter serves as a follow-up regarding your recent absenteeism from work. Our records indicate that you were absent on the following dates:

- [Date 1]
- [Date 2]
- [Date 3]

We would like to understand the circumstances surrounding your absences and discuss any support you may need during this time. Please arrange a meeting with your supervisor or the HR department at your earliest convenience to address this matter.

We value your contributions to the team and hope to resolve any issues that may be affecting your attendance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]