

[Your Company Letterhead]

Date: [Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up regarding your recent absenteeism. It has come to my attention that you have missed [number] days of work in the past [time period], and we want to ensure everything is alright.

We understand that unforeseen circumstances can arise. However, consistent attendance is vital for maintaining team productivity and work flow. We would like to discuss any challenges you may be facing and how we can support you in your role.

Please schedule a time to meet with me within the next week so we can address any concerns and explore potential solutions together.

Thank you for your attention to this matter. We value your contribution to our team and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]