

Absenteeism Follow-Up for Performance Evaluation

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Follow-Up on Absenteeism

Dear [Employee Name],

I hope this message finds you well. I would like to discuss your recent absenteeism and its impact on your performance evaluation. While we understand that personal circumstances can arise, it is essential to address this matter to ensure that you remain on track with your professional development.

During the past [insert timeframe], we have noticed that you have been absent for [insert number] days. We value you as an integral part of our team, and your contributions are significant to our success. However, consistent attendance is crucial for meeting our organizational goals.

We would like to schedule a meeting to discuss this matter further and explore any support you might need moving forward. Please let me know your available times, and we can set up a time to meet.

Thank you for your attention to this important matter. I look forward to speaking with you soon.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

[Contact Information]