

# Absenteeism Follow-Up

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Follow-Up on Absenteeism

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up regarding your recent absences from work. We noticed that you have been absent on [insert dates], and I wanted to check in to see if everything is alright.

We understand that unforeseen circumstances can arise, and if there is any support you need from our team, please do not hesitate to reach out. It is important for us to maintain open lines of communication and ensure that everyone feels comfortable discussing any challenges they may be facing.

As part of our commitment to fostering a positive work environment, we would appreciate your insight on how we can better support you moving forward. Your presence is valuable to our team, and we want to ensure that you feel empowered to do your best work.

Thank you for your attention to this matter. Please reply at your earliest convenience, and let us know how we can assist you.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]