

# Absenteeism Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Notification of Absenteeism Due to Unauthorized Leave

Dear [Employee's Name],

This letter serves as a formal notification regarding your recent absenteeism from work without prior approval. According to our records, you were absent on [insert dates of absence], and we did not receive any communication or request for leave from you.

As per our company policy, unauthorized leave can lead to disciplinary action. We encourage you to communicate any issues that may affect your attendance in the future. Please contact me at your earliest convenience to discuss this matter further.

We value your contribution to the team and hope to resolve this issue promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]