

Notice of Unapproved Absence

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Unapproved Absence Notification

Dear [Employee's Name],

This letter is to inform you that we have noted your absence from work on [Insert Dates of Absence]. As per our records, this absence was unapproved and not communicated in advance as required by our company policy.

Your attendance is crucial to our team's success, and unapproved absences can disrupt our workflow and impact other team members.

Please provide an explanation for your absence by [Insert Deadline for Response]. We would like to understand your situation and discuss any necessary actions to avoid future occurrences.

Thank you for your attention to this matter.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]

[Company Contact Information]