

Reminder for Unauthorized Absenteeism

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Reminder for Unauthorized Absenteeism

Dear [Employee's Name],

This letter serves as a reminder regarding your recent unauthorized absenteeism. We noticed that you were absent from work on [Insert Dates] without prior notification or approval.

It is essential to adhere to our attendance policy, as regular attendance is vital for team productivity and overall workplace efficiency. We would like to discuss this matter with you to understand the circumstances of your absence.

Please contact me at your earliest convenience to arrange a meeting.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]