

# Unauthorized Absence Alert

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Unauthorized Absence Notification

Dear [Employee Name],

This letter serves as an official notification regarding your recent unauthorized absence from work on [Insert Dates]. As per our company policy, any absence from work without prior authorization or notification is considered unauthorized.

We understand that unforeseen circumstances may arise; however, it is essential to communicate any absences to your immediate supervisor promptly. Failure to do so may lead to disciplinary actions as outlined in our employee handbook.

Please schedule a meeting with me at your earliest convenience to discuss this matter further. Your input is important to us, and we want to ensure your well-being.

Thank you for your attention to this matter.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]