

Unauthorized Absence Reminder

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Reminder of Unauthorized Absence

Dear [Employee's Name],

This letter serves as a reminder regarding your unauthorized absence from work on [Insert Dates]. We have noticed that you did not inform your supervisor or follow the appropriate procedure for notifying us of your absence.

Unauthorized absences can have a negative impact on the team and workflow, and we take this matter seriously. We encourage you to communicate with us regarding any issues that may affect your attendance in the future.

Please arrange a meeting with me by [Insert Deadline] to discuss this matter further and address any concerns you may have.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]