

Attendance Accountability Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Attendance Accountability

Dear [Recipient's Name],

I hope this message finds you well. I am writing to address a matter of importance regarding your attendance.

Our records indicate that you have [insert number] absences on [insert dates]. Regular attendance is crucial for maintaining not only your own progress but also the team's effectiveness.

If there are circumstances affecting your ability to attend, please communicate them to us. We are here to support you and want to ensure you have all the resources necessary to succeed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]