

# Notification of Excessive Unscheduled Leave

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

From: [Manager Name]

Subject: Notification Regarding Excessive Unscheduled Leave

Dear [Employee Name],

We are writing to formally address your recent pattern of excessive unscheduled leave. It has come to our attention that you have taken [number] days of unscheduled leave within the past [time frame], which is above the standard acceptable level.

We understand that unforeseen circumstances may arise; however, we encourage you to communicate any issues affecting your attendance promptly. Continued excessive unscheduled leave may impact your performance evaluations and team dynamics.

Please arrange a meeting with your supervisor to discuss this matter further and explore ways we can support you in maintaining a more consistent attendance record.

Thank you for your attention to this important matter.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]

[Contact Information]