

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Attendance Notification

We are writing to formally address your attendance record for the past [insert duration, e.g., month/quarter]. Our records indicate that you have been absent on the following dates:

- [Date 1]

- [Date 2]

- [Date 3]

As a valued member of our team, it is important for us to maintain consistent attendance to ensure smooth operations and team collaboration. We encourage you to communicate any circumstances that may be affecting your attendance.

If there are underlying issues contributing to your absences, we are here to help and provide support. We kindly request you to meet with [Supervisor/HR Manager's Name] by [insert deadline] to discuss this matter further.

Thank you for your attention to this important issue. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]