

## Template 1: Initial Inquiry

Subject: Checking In – We Missed You at Work Today

Hi [Employee's Name],

I noticed that you were not in today, and I hope everything is okay. We didn't receive a prior notice from you regarding any leave, so I wanted to check in and make sure that everything is alright.

If there are any updates you'd like to share about your situation or if you need any assistance, please feel free to reach out. Your presence is valued here, and we want to ensure everything is fine on your end.

Looking forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]