

Template 2: Reminder of Policy and Request for Explanation

Subject: Absence from Work – Action Required

Dear [Employee's Name],

We noticed your absence from work on [Date] without a prior notification. As per our company policy, employees are expected to inform their supervisor about any absences ahead of time.

Please provide us with an explanation for your absence at your earliest convenience. Understanding your situation will help us to support you better and maintain the necessary arrangements in our team.

Thank you for your attention to this matter, and we look forward to your prompt response.

Best,

[Your Name]

[Your Position]