

Attendance Concern Letter

Subject: Meeting Request - Attendance Discussion

Dear [Employee Name],

I would like to schedule a meeting with you to discuss your recent attendance record. Our records indicate that you have taken [number] sick leave days over the past [time period], which is above the departmental average and may indicate underlying issues we should address.

This meeting is not disciplinary in nature; rather, it is an opportunity to:

- Understand if there are health concerns requiring workplace accommodations
- Discuss whether you need support accessing medical resources
- Review our sick leave policy and ensure mutual understanding
- Explore solutions that support both your wellbeing and work responsibilities

Please schedule a meeting with me at your earliest convenience. You are welcome to bring a colleague or HR representative if you wish.

We value your contributions to the team and want to ensure you have the support needed to maintain both your health and your performance.

Thank you,

[Manager Name]

[Title]

[Department]

[Contact Information]

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