Casual warning message for absenteeism

Subject: Attendance Concer	r
Hi [Employee Name],	

We noticed that you have been absent from work several times recently. We wanted to remind you that consistent attendance is important for your role and the team's overall performance.

Please make every effort to be present as scheduled. Let us know if there are any issues affecting your attendance.

Best regards,

[Manager Name]

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/warning-letter-for-absenteeism