

Empathetic tone to address absenteeism issues

Subject: Attendance Concern and Support

Dear [Employee Name],

We have noticed repeated absences from work and want to ensure that everything is alright. Your presence is important for both your growth and the team's success.

If there are challenges preventing you from attending work regularly, please reach out so we can provide support. We hope to see improvement in your attendance and continued contribution.

Warm regards,

[Manager Name]

[Position]

[Company Name]

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