

Casual Warning Message for Attendance Issue

Subject: Attendance Reminder

Hi [Employee Name],

We noticed you were not present at work on [Date(s)] and did not inform your supervisor. Please make sure to communicate any absence ahead of time to avoid any inconvenience.

Repeated absences without notice may result in formal warnings. Kindly acknowledge this message and confirm your next attendance.

Thanks,

[Manager Name]

[Position]

[Company Name]

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