

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Specific Unauthorized Absence Dates

Dear [Employee Name],

This letter serves as formal notification regarding your recent absences from work which have been recorded as unauthorized. Our records indicate that you were absent without prior approval or valid notification on the following specific dates:

- [Date 1]
- [Date 2]
- [Date 3]

According to company policy, all absences must be reported and approved by [Manager Name/HR Department]. Because these dates were not authorized, they will be treated as [unpaid leave/disciplinary infractions].

Please contact me by [Date/Time] to provide an explanation for these absences. Failure to provide a valid justification may result in further disciplinary action, up to and including termination of employment.

Sincerely,

[Your Name]

[Your Title]

[Company Name]