

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Requirement to Provide Valid Absence Documentation**

Dear [Employee Name],

This letter is regarding your recent absence from work which began on [Start Date of Absence].

According to company policy, employees are required to provide official documentation for absences exceeding [Number] consecutive days or when requested by management. As of today, we have not received the necessary paperwork to excuse your time away from work.

Please provide a valid [Medical Certificate / Supporting Document] to the [Human Resources Department / Manager Name] no later than [Due Date/Time]. The documentation should confirm your inability to attend work during this period and, if applicable, state your expected date of return.

Please be advised that failure to provide the requested documentation by the deadline may result in the absence being recorded as "Unexcused" or "Leave Without Pay." Continued failure to comply with attendance policies may lead to further disciplinary action.

If you have already submitted this documentation or if there are extenuating circumstances preventing you from doing so, please contact me immediately at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]