[Company Name]
[Department]
[Date]

[Employee Name]
[Employee Address]
[Employee ID]

Subject: Notice of Unauthorized Absence

Dear [Employee Name],

This letter is to formally notify you regarding your absence from work without prior authorization or notification to your supervisor.

Records indicate that you were absent on the following date(s):

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

As per company policy, employees are required to report their absence by [Time/Method]. To date, we have not received a valid reason or documentation for your failure to report to work during the period mentioned above.

Please contact [Manager Name] at [Phone Number/Email] by [Deadline Date/Time] to explain your absence and provide any supporting documentation. Failure to do so may result in disciplinary action, up to and including termination of employment.

Sincerely,

[Your Signature]
[Your Name]
[Your Title]