[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Unexcused Absence

Dear [Employee Name],

This letter is to formally notify you that we have recorded your absence from work starting on [Date of first day absent]. As of today, [Current Date], we have not received any notification or explanation regarding your absence, nor have we been able to reach you via [Phone/Email].

According to company policy, employees are required to notify their supervisor if they are unable to report to work. Your current absence is considered unexcused and may be viewed as job abandonment.

We are concerned about your wellbeing and would like to understand the circumstances regarding your absence. Please contact [Manager Name] at [Phone Number] or [Email Address] no later than [Time] on [Date] to discuss your employment status.

Failure to contact us by the deadline stated above will result in further disciplinary action, which may include the termination of your employment due to job abandonment.

We look forward to hearing from you immediately.

Sincerely,

[Your Name]
[Your Title]
[Company Name]