[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Request for Explanation of Attendance**

Dear [Employee Name],

This letter is to formally request clarification regarding your recent attendance record, specifically:

* [Date(s) of Absence or Tardiness]
* [*Description of Concern, e.g., “Unscheduled absence,” “Repeated tardiness,” or “Exceeding allotted time off without prior approval.”*]

These occurrences have been noted as a deviation from the company’s [Attendance Policy/Standards], as outlined in [*specific section of the employee handbook or policy document, if applicable*].

**Required Action**

To address this matter, please provide a written explanation for the above-referenced dates and circumstances by [*specific deadline, e.g., “close of business on [Date]”*]. Your response should include:

1. The reason(s) for the absences or tardiness.

2. Whether prior approval or notification was given, and if so, to whom.

3. Any steps you are taking to prevent similar occurrences in the future.

If you believe there are extenuating circumstances, please include relevant details or supporting documentation for consideration.

Should you have any questions or wish to discuss this further, please contact [Manager/Supervisor Name] or [HR Contact Name] at [Email Address/Phone Number].

We value your contributions to the team and look forward to resolving this matter promptly.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................

**Acknowledgment of Receipt**

I acknowledge receipt of this notice and understand the information and disciplinary action described herein.

Employee Signature: .........................................

Employee Name: .........................................

Date: .........................................