To

[The Recipient Name/department head]  
[Department Name]  
[Region]  
[Company Name]  
[Address]

DATE: [dd/yy/20XX]

**Notification for frequent absenteeism**

This is with reference to your frequent absenteeism from the office this month. It has been affecting your productivity and has caused a delay in the submission of our monthly XYZ report. In case you are unable to make it to the office due to personal issues, you are advised to work from home. Alternatively, ask one of your team members to fill in for you and complete your daily tasks on your behalf when you are on leave.

The management offers its complete cooperation regarding the issues you are facing regarding childcare. However, we cannot afford to compromise the quality of the work. Kindly come up with an appropriate solution regarding this matter.

Sincerely.

[Sender Name]  
[Designation]  
[Department Name]  
[Region/Circular]

**Signature**