

Company Name
Company Address Line 1
Company Address Line 2
Date:

Subject: Absenteeism Salary Deduction Notice

To,
[Employee Name]
[Employee ID/Designation]
[Department]

Dear [Employee Name],

This letter serves as a formal notice regarding your recent absence(s) from work without prior approval/justification.

As per our attendance records, you were absent on the following date(s): [Date(s) of absence]. According to the company's attendance and leave policy, unauthorized absence(s) attract salary deduction proportionate to the period of absence.

Accordingly, your salary for the period of [Month/Year] will reflect a deduction of [Amount or Number of Days] corresponding to the above-mentioned absence(s).

If you have any explanation or documentation with respect to these absence(s), please submit it to the HR department immediately.

We encourage you to adhere to the attendance policy to avoid further deductions or disciplinary action.

Regards,
[Manager/Supervisor Name]
[Designation]
[Department]

CC: Human Resources
Employee File

Important Notes:

- This letter is a formal notification and may be kept in the employee's file.
- Salary deductions should be based on the company's official absence and leave policy.
- Provide employees an opportunity to explain or regularize their absence if possible.
- Consistent unauthorized absenteeism may lead to further disciplinary action.
- Always clearly mention relevant dates and deduction amounts in the communication.

