

[Company Letterhead]

Date: [Date]

To,

[Employee Name]

[Employee Designation]

[Department]

[Employee ID]

Subject: Unauthorized Absence Deduction Notice

Dear [Employee Name],

This letter serves as an official notice regarding your unauthorized absence from work on the following date(s): [Insert Date(s) of Absence]. Our records indicate that you were absent without prior approval or intimation to your reporting manager.

As per the company's attendance policy, unauthorized absence is subject to salary deduction for the period of absence. Accordingly, your salary for the month of [Insert Month] will be deducted on a pro-rata basis to account for these days of unauthorized absence.

Please find below the details of the deduction:

Number of Unauthorized Absence Days: [Number of Days]

Salary Deducted: [Amount or Calculation Details]

We urge you to adhere to attendance protocols in the future and provide timely intimation for any absence, accompanied by proper documentation as required by company policy.

If you have any queries or wish to discuss this matter, please contact [HR Representative Name/Department] at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

Important Notes

- This document should be customized with accurate absence and deduction details before issuing.
- Ensure compliance with local labor laws and company policy on unauthorized absences.
- Maintain a copy for both HR records and the concerned employee.
- Always provide an opportunity for the employee to discuss or clarify any discrepancies.
- Use professional and factual language to avoid misunderstandings.