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web introduction here the sender can greet the employee and describe the situation they can state the name of the company where the employee works the number of consecutive days the employee did not report to work and the date of the first day of absence

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web employee full name employee address employee address employee address date of letter dear employee name your absence from duty you have been absent from work at full name of the employer short name of the employer since date without authorisation or explanation for this absence

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