**Examples of Emails for Students' First Absence**

**Example 1:**

**Subject:** Missed You in Class Today

Dear [Student's Name],

I noticed you were absent from our class today. I hope everything is okay.

Please let me know if you are having trouble with the material or if something else is preventing you from attending class. I am here to assist you. We can arrange a one-on-one session to review the material you missed, or I can provide additional resources.

Remember, your success in this course is important to us. Do not hesitate to reach out if you need any help.

Best,

[Instructor's Name]

**Example 2:**

**Subject:** Missed [Class Name e.g., CHE 201 Class] - We Missed You

Dear [Student's Name],

I hope this message finds you well. I noticed that you were not present in our recent CHE 101 class. I understand that circumstances beyond your control could have caused you to miss the class.

Please remember that each class is designed to build on the knowledge from the previous sessions, and consistent attendance is crucial for a comprehensive understanding of the course material. However, I want to assure you that we can work together to ensure you catch up on what you missed.

I encourage you to contact me or your classmates to gather notes from the missed class. Also, feel free to schedule a meeting with me if you need further clarification on the topics covered.

Your presence contributes significantly to our class environment, and we look forward to having you back. Please let me know if there is anything I can do to support your learning journey in CHE 101.

Best regards,

[Professor’s Name]