

Updated Office Attendance Policy

Date: [Insert Date]

To: All Employees

From: [Insert Your Name]

Subject: Updated Office Attendance Policy

Dear Team,

As part of our ongoing efforts to improve workplace efficiency and employee well-being, we have updated our attendance policy. The following outlines the key changes:

1. **Flexible Work Hours:** Employees may choose their start and end times, provided they complete [insert number] hours per week.
2. **Remote Work Options:** Employees are eligible for remote work for up to [insert number] days per month, subject to supervisor approval.
3. **Notification Requirements:** Employees must notify their supervisor at least [insert number] hours in advance in case of absence.
4. **Attendance Monitoring:** Attendance will be monitored monthly to encourage accountability and address concerns proactively.

We believe these changes will create a more accommodating and productive work environment. Should you have any questions or require further clarification, please feel free to reach out.

Thank you for your attention and for your continued commitment to our team.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]