

# Attendance Policy Reminder

Dear Team,

We hope this message finds you well. As we continue to adapt to our remote working arrangements, we would like to remind everyone of our attendance policy.

As a reminder, all remote employees are expected to:

- Log in to the system by 9:00 AM and remain available during working hours.
- Notify your manager in advance if you are unable to work due to illness or personal matters.
- Keep track of your working hours and submit your timesheets weekly.

Your adherence to these guidelines is crucial to maintaining our team's productivity and effectiveness. Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]