

Attendance Policy Reminder

Dear Team,

This is a friendly reminder regarding our attendance policy for team meetings. As we continue to work collaboratively, your presence in our meetings is crucial for effective communication and teamwork.

Please make a note of the following key points from our attendance policy:

- All team members are expected to attend scheduled meetings unless otherwise notified.
- If you are unable to attend, please inform your manager at least 24 hours in advance.
- Persistent absences may lead to a review of your participation in team activities.

Thank you for your cooperation and commitment to our team's success. Let's work together to ensure everyone is present and engaged during our meetings.

Best regards,
[Your Name]
[Your Position]