

# Company Name

## Circular No. [Insert Number]

Date: [Insert Date]

To: All Employees

Subject: Modified Workplace Regulations

Dear Team,

We hope this message finds you well. In light of recent developments and in our commitment to maintaining a safe and productive work environment, we are implementing modified workplace regulations effective [Insert Effective Date].

The key changes are as follows:

- Social distancing measures will be enforced in all common areas.
- Mandatory face masks to be worn at all times within the workplace.
- Enhanced cleaning protocols will be conducted regularly.
- Remote work options will continue for eligible positions.

We appreciate your cooperation and understanding during this transition. Should you have any questions or require further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to these important changes.

Sincerely,

[Your Name]

[Your Position]

[Company Name]