

Conference Attendance Policy Reminder

Dear [Employee's Name],

As we approach the upcoming conference on [Date], we would like to remind everyone of the attendance policy in place regarding participation in conferences.

According to our policy, all employees attending the conference must:

- Register for the conference by [Registration Deadline].
- Notify your supervisor of your attendance.
- Adhere to the company dress code during the event.
- Submit a report summarizing key takeaways and learnings upon return.

We appreciate your cooperation in following these guidelines to ensure a productive and professional experience for all.

If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]