

Dear Faculty Members,

We hope this message finds you well. We are writing to inform you of important adjustments to our school policy that will take effect starting [insert effective date].

Policy Changes:

- **Attendance:** All faculty members are required to log their attendance electronically by [insert time].
- **Remote Work:** The policy regarding remote work has been updated to allow up to [insert number] days per month.
- **Professional Development:** Faculty participation in professional development workshops is now mandatory for [insert specifics].

We believe these changes will enhance our educational environment and improve outcomes for our students.

If you have any questions or concerns regarding these adjustments, please do not hesitate to reach out to [insert contact person or office].

Thank you for your continued dedication and service to our school community.

Sincerely,
[Your Name]
[Your Position]
[School Name]