

Update on Time Off Request Procedures

Dear Team,

We hope this message finds you well. We want to inform you about some important updates regarding our time off request procedures.

New Procedures Effective Immediately:

- All time off requests must be submitted at least two weeks in advance.
- Requests can now be submitted via our employee portal for easier tracking.
- Approval notifications will be sent directly to your email.

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

Thank you for your attention to these changes.

Best regards,

The HR Team