

Updated Office Attendance Requirements

Date: [Insert Date]

To: All Employees

From: [Your Name] [Your Position]

Subject: Updated Office Attendance Requirements

Dear Team,

We hope this message finds you well. As we continue to adapt to the evolving situation, we would like to inform you of the updated office attendance requirements that will take effect from [Insert Effective Date].

Updated Attendance Guidelines:

- All employees are required to be present in the office at least [X] days a week.
- Work-from-home arrangements will still be available for [specific roles/circumstances].
- All employees must adhere to health and safety protocols, including wearing masks in communal areas.
- Attendance will be monitored via [insert attendance monitoring system].

Please ensure that you complete your scheduled hours and communicate any attendance-related concerns to your manager.

Thank you for your attention to this matter and for your continued compliance.

Best regards,

[Your Name]

[Your Position]

[Company Name]