

Subject: Adjustment to Attendance Policy

Dear [Staff Name],

We hope this message finds you well. As part of our ongoing efforts to ensure a productive and supportive work environment, we are making some adjustments to our attendance policy, effective [Effective Date].

The key changes are as follows:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

We believe these adjustments will help accommodate the varying needs of our staff while maintaining our commitment to operational excellence. We appreciate your understanding and cooperation.

If you have any questions or would like to discuss these changes further, please do not hesitate to reach out.

Thank you for your continued dedication to [Company Name].

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]