

# Notice of Changes to Workforce Attendance Expectations

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Changes to Attendance Policy

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of some important changes to our workforce attendance expectations that will take effect on [Insert Effective Date].

The new attendance policy includes the following updates:

- All employees are required to clock in by [Insert Time] for their assigned shifts.
- Notification of absence should be communicated at least [Insert Time Frame] in advance.
- Excessive tardiness or unexcused absences may lead to disciplinary actions, up to and including termination.

We believe that these changes will promote a more productive and reliable workforce. If you have any questions regarding the new attendance policy, please do not hesitate to reach out to your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]