

# Dear Team,

We are reaching out to inform you about the new attendance guidelines that will take effect starting **[Effective Date]**. These guidelines are designed to promote a healthy work-life balance while ensuring operational efficiency.

## Key Changes:

- **Attendance Tracking:** All employees must clock in and out using the new timekeeping system.
- **Punctuality:** Employees are expected to arrive on time for their scheduled shifts.
- **Leave Requests:** All leave requests must be submitted at least **[Number of Days]** in advance.
- **Remote Work:** Guidelines regarding remote working days and conditions are outlined in the employee handbook.

It is imperative that all employees adhere to these new guidelines. For any questions or clarifications, feel free to reach out to your supervisor or HR.

Thank you for your attention to this matter and for your continued commitment to our team.

## Best Regards,

**[Your Name]**

**[Your Position]**

**[Company Name]**

**[Contact Information]**