

Notice of Attendance Policy Revisions

Date: [Insert Date]

Dear [Employee/Student Name],

We hope this message finds you well. We would like to inform you that there have been revisions made to our attendance policy, effective [Insert Effective Date]. These changes have been implemented to ensure clarity and to promote a better understanding of our expectations.

The key changes include:

- [Briefly outline change 1]
- [Briefly outline change 2]
- [Briefly outline change 3]

All employees/students are encouraged to review the updated attendance policy, which can be found [insert where the policy can be accessed].

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to [Insert Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]