

Announcement: Revised Employee Attendance Policy

Dear Team,

We would like to inform you of an important update to our Employee Attendance Policy, effective from [Effective Date]. The revised policy aims to enhance our commitment to maintaining a productive work environment while ensuring fairness and transparency for all employees.

Key Changes to the Attendance Policy:

- Introduction of a flexible attendance system.
- Clarification of leave types and procedures.
- Adjustment of the notification period for absence.
- Implementation of a points system for attendance tracking.

We understand that our employees have diverse needs and circumstances, and we believe these changes will support a better work-life balance.

Please review the revised policy in detail attached to this email. We encourage everyone to reach out with any questions or feedback during the transition period.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]