

# Notice to All Employees

Date: [Insert Date]

Dear Team,

We hope this message finds you well. We are writing to inform you about some important updates to our attendance policies that will take effect starting [Insert Effective Date]. Your understanding and cooperation with these new rules are greatly appreciated.

## Updated Attendance Rules:

- All employees must clock in by [Insert Time] each day.
- A maximum of [Insert Number] sick days will be allowed per year.
- Any requests for leave must be submitted at least [Insert Timeframe] in advance.
- Excessive tardiness may result in disciplinary action as outlined in the employee handbook.

If you have any questions or need further clarification, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention and continued commitment to our company.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]