

Update to Staff Attendance Procedures

Dear Team,

We hope this message finds you well. We are writing to inform you of some important updates to our staff attendance procedures effective from [Insert Date].

New Procedures:

- All staff are required to clock in and out using the new biometric system located at the front entrance.
- Late arrivals beyond 15 minutes will need prior approval from your supervisor.
- Absences must be reported to HR at least 24 hours in advance, except in emergencies.

Additional Information:

For any questions or concerns regarding these updates, please feel free to reach out to your supervisor or the HR department.

Thank you for your attention to these updates. Let's work together to ensure a smooth transition.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company]