

Update on Retirement Community Staff Policies

Dear [Staff/Team],

I hope this message finds you well. We would like to take this opportunity to update you on the recent changes to our staff policies at [Retirement Community Name]. As part of our ongoing commitment to ensuring a positive and safe environment for both our residents and employees, the following policies will be effective starting [Effective Date]:

1. Attendance Policy

All staff members are required to notify their supervisor at least [Number] hours in advance if they are unable to report for work due to illness or other emergencies.

2. Code of Conduct

Staff is expected to maintain professionalism at all times. Any form of harassment or discrimination will not be tolerated.

3. Training Requirements

Updated training sessions will be held on [Dates]. Attendance is mandatory for all staff members. Please sign up through the staff portal.

4. Dress Code

All employees are expected to adhere to the updated dress code. Please refer to the staff handbook for detailed guidelines.

We appreciate your cooperation and dedication to making [Retirement Community Name] a wonderful place for our residents. If you have any questions regarding these changes, please feel free to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Retirement Community Name]