

New Working Time Guidelines

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: New Working Time Guidelines Effective [Effective Date]

Dear Team,

We are writing to inform you about the new working time guidelines that will be effective starting [Effective Date]. These changes are aimed at improving work-life balance and enhancing overall productivity.

New Working Hours

- Standard working hours: [Insert hours, e.g., 9:00 AM to 5:00 PM]
- Flexible working hours policy: [Brief description]

Breaks and Lunch

All employees are entitled to:

- One 15-minute break for every [insert number] hours worked.
- A lunch break of [insert duration].

Remote Work Policy

[Brief description of remote work guidelines, if applicable.]

If you have any questions or concerns regarding these new guidelines, please do not hesitate to reach out to your manager or HR.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]