

Attendance and Punctuality Initiative

Date: [Insert Date]

Dear [Employee's Name],

We are excited to announce a new initiative aimed at improving attendance and punctuality across our organization. As part of our commitment to fostering a productive work environment, we believe that consistent attendance is crucial for both individual performance and team success.

Starting [Insert Start Date], we will be implementing the following measures:

- Monthly attendance tracking and reporting.
- Recognition program for those with perfect attendance.
- Workshops on time management and productivity.

We encourage each of you to embrace this initiative and participate actively. Your contributions play a vital role in enhancing our workplace culture.

If you have any questions or suggestions, please feel free to reach out.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]