To:

**[RECIPIENT'S NAME]**

**RECIPIENT'S POSITION:** [Position]

**DEPARTMENT NAME**: [Department]

**COMPANY NAME**: [Company Name]

**ADDRESS:** [Address]

FROM

**[Sender Name]**

**[General Manager]**

**Sub:** New Policy Announcement Memo

Dear Team,

I am pleased to inform you that starting from[Effective Date], we will be implementing a new Attendance Policy at [Company Name]. This policy aims to streamline attendance tracking and ensure a more efficient work environment.

**Key points of the new policy:**

* All employees are required to sign in and out using the provided time tracking system.
* Flexible work hours can be accommodated with prior approval from your department head.
* Frequent late arrivals or unexcused absences will be subject to disciplinary action.
* Detailed guidelines will be made available on the company intranet.

We believe this policy will contribute to better accountability and enhance overall productivity. If you have any questions or need clarification, please reach out to the HR department.

Thank you for your cooperation in advance.

Best regards,

[Your Name]

[Your Position/Title]

[Company Name]