**Interoffice Memorandum**

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| to: | Recipient Name |
| from: | Your Name |
| subject: | Staff attendance and punctuality |
| date: | Enter Date |
| CC: | cc Name |

It is to be informed to you Mr. Anthony that the company is revising its attendance policy for all employees working in-house and remotely. With this new addition to our attendance rule, employees working on remote basis are directed to join the office from 2nd of the next month.

As the company is going through crucial times these days, the director has advised that all employees will work from the office in their respective duty hours.

Some cases of employees falsifying their work have been reported in past few weeks. Therefore, the company needs to ensure that everyone is working with full honesty.

As you work from 5 pm to 2 am, you are directed to attend the office in these timings. As per the rule, you must arrive 10 minutes before your shift starts.

At the end of your shift, submit your work schedule to Mr. John.

If you want to change your shift or have any queries regarding this memo you may contact Smith who is dealing with attendance management of employees, during the official working hours.

As you were regular and punctual even working remotely, I expect the same from you in this recent adjustment the company has made.