# Circular for Timing Maintenance in Office

Date

To: **[Recipient]**

It is to inform all the employees that they need to strictly follow the office timings of 9:00 a.m. to 6:00 p.m.

We have observed as well as received many complaints against few employees taking leverage. With effect from 1st January 2019, any employee who does not abide by the above-mentioned timing would be given a warning letter and if this issue would continue, other strict actions, leading to the termination, would be taken.

Anyone coming 15 minutes after 9:00 a.m. would be considered late and s/he will be eligible for only half day’s wage rate for that day.

You all are expected to follow the timings and make the company a better one.

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| **HR Department, Chairman** |