

MEMORANDUM

祈使句

(opening section)

To: All staff 职位从高到低

From: Zhang Wei (full name), Human Resources Manager (job title)

可以签字表示有效性, 例如 Z. W

Date: 29 July, 2024

Subject: New Attendance System to be Implemented Soon (tell the event, 大写)

Dear colleagues,

Greetings!

(purpose)

In order to better regulate company management and improve work efficiency, the company has decided to implement a new attendance system from 1 August, 2024.

The following are the main elements of the new system:

(classified info) block format; 空一行;

- 1. Working hours:** All employees should arrive at the company before 9:00 AM and leave the company after 6:00 PM.
- 2. Late arrival and early departure:** Late arrival or early departure within 30 minutes, each time a penalty of 50 yuan; More than 30 minutes will be treated as a half-day absence.
- 3. Leave regulations:** Please submit the leave application to your immediate superior one day in advance, and copy it to the Human Resources Department.
- 4. Overtime policy:** Apply for overtime work in advance. After approval by the department manager, you can enjoy overtime pay or vacation transfer according to national regulations.

All employees should strictly abide by the new attendance system. If you have any questions, please contact the human Resources Department in time. Thank you for

your cooperation and support!

不要加 yours faithfully

Attachment: Detailed documents of the new attendance system