**Class Work**

In recent months, your company staff have not been punctual in reporting for work. Your general manager has taken note of the worrying trend and asked you, the HR executive to tackle the problem. **Write a memo to your company staff. Ensure that your message is clear, concise, courteous and complete. Include in your memo:**

*1. The importance of being punctual.*

*2. Data explaining the trend of latecomers.*

*3. Some recommendations on how they can be punctual.*

*4. Penalty measures to be implemented from next month.*

**CodeAcademy**   
  
   
 **Memorandum**

To: All employees

From: Khushbu Alam Rahi; HR executive

Date: 21 October 2023

Subject: Impunctuality on reporting for work

This is to inform you that recently there have been delays in reporting for work which has become concerning for the organization. The office hours start from 9 am but it has been observed that some of the employees are late due to various reasons like heavy rain, traffic jam, unable to grab a bus. The data table of late trend of previous years is given as follows:

|  |  |
| --- | --- |
| Year | Percentage of Latecomer |
| 2019 | 8% |
| 2020 | 9% |
| 2021 | 10% |
| 2022 | 13% |
| 2023 | 18% |

Punctuality shows that you are professional and organized. By reporting on time, you can make a better planning and manage time efficiently according to the needs. This can enhance your reputation and credibility in workplace. To ensure punctuality in the office, employees can implement several key strategies. These include setting multiple alarms, establishing a regular sleep schedule, planning morning routines in advance, accounting for commute time, and using technology to set reminders. It is advised that punctuality is a blend of personal discipline, time management, and effective planning, all of which contribute to a professional and reliable image in the workplace.

As per the policy, the management has decided to take steps to prevent late coming. A percentage of deduction will be introduced from the next month on. So, it is advised to be on time regarding the issue.

**I hope this message finds you well. As part of our ongoing efforts to maintain a secure and efficient technology infrastructure, we are excited to announce an important update regarding our office computers and laptops.**

**We are currently in the process of upgrading our operating systems to Windows 11. This new version of Windows offers several enhancements in terms of performance, security, and user experience. To ensure that our organization remains up-to-date and maintains a secure computing environment, we kindly request that all office staff upgrade their office computers and laptops to Windows 11 within the next week.**

**The upgrade process is relatively straightforward, and our IT department will provide you with the necessary assistance and support to facilitate a smooth transition. Please follow these steps to initiate the upgrade:**

1. **Contact the IT Helpdesk: If you have not already been contacted by the IT department, please reach out to our IT Helpdesk at [IT Helpdesk Contact Information]. They will guide you through the upgrade process and address any questions or concerns you may have.**
2. **Backup Your Data: Before the upgrade, ensure that all critical data is backed up to our network servers or an external storage device to prevent data loss during the transition.**
3. **Schedule the Upgrade: The IT department will work with you to schedule a convenient time for the upgrade. This will minimize disruption to your work.**
4. **Attend a Training Session (if needed): If you are unfamiliar with Windows 11, we will provide training sessions to help you become more comfortable with the new features and interface.**

**Please be aware that the upgrade is essential to keep our systems secure and up-to-date with the latest software and security patches. It will also enable us to take full advantage of the improved performance and features offered by Windows 11.**

**We appreciate your cooperation and support in this endeavor. If you have any questions or encounter any issues during the upgrade process, do not hesitate to contact our IT Helpdesk.**

**Thank you for your prompt attention to this matter. Your commitment to maintaining our technology infrastructure is crucial to our continued success as an organization.**