

MEMORANDUM

Date: January 25, 2025

TO: All Employees

FROM: Management

SUBJECT: Workplace Policy Update

This memorandum serves to inform all employees about the recent updates to our workplace policies. Effective immediately, the following changes will be implemented:

1. All employees are required to submit their daily reports before 5:00 PM.
2. Lunch breaks will be from 12:00 PM to 1:00 PM.
3. Office hours remain from 8:00 AM to 5:00 PM with a 15-minute grace period.
4. Remote work requests must be submitted at least one day in advance.

We appreciate your cooperation and adherence to these policies.

For further clarification, please contact the HR department.

Thank you for your dedication and commitment to our organization.

John Doe

HR Manager