|  |
| --- |
| Company Name |

# Circular

To: Recipient Name

From: Your Name

CC: CC Name

It has been noticed that many people are coming to work very late. Repeated verbal warnings have been given to many people regarding coming to office late. We have noticed that despite multiple warnings, many people are not paying attention to those warnings.

Coming late to work is causing serious inconvenience. It hinders the smooth working of the organization and reduced the productivity of the employee. All the staff members are instructed to adhere to the policies of the organization regarding punctuality.

Any employee violating the policies of the institute will be noticed and remarked.

We expect you to cooperate with us for better and healthy working environment.