**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Subject: Policy regarding sign in and sign out**

Respected staff members,

I wish to announce sign-in and sign policies to all the staff members. The company is eager to monitor the clock on and clock off time of the employees. All the employees in the company are required to respect the timing mentioned by the company. The sign-in time is 10 am while the sign-out time is 5 pm.

Employees are required to use their biometric card for automatic signing in and signing out. The total numbers of working hours worked by the staff members each day are calculated through these details. No other employee is allowed to mark the attendance of the colleague. In addition, the sign-out before the mentioned time should be done with permission from your respective supervisors.

Please bear in mind, that not following the company’s policies strictly will result in salary deduction and some other serious actions. Feel free to contact the human resource department if you have any complaints or queries.

Name of the employer.

[Company Name]