

## Office Timings Email to Employees

Date: October 11<sup>th</sup>, 2020

Dear All,

This is an official circular for office timings that all the employees are required to follow every day. Zenith Technologies Ltd. has its office timings from 9 am to 6 pm from Monday to Friday. The lunch break will be from 1 pm to 1:30 pm during which you can take the free meals from the company's canteen.

We would like to highlight that our company is very particular with office timings and therefore, all the employees must strictly follow the timings mentioned above. Any failure in reporting to work on time or leaving from work before the office time can attract serious actions against the defaulter. Anyone who is late to report to work by 10 minutes will automatically be marked absent and will not be remunerated for that particular day. And if an employee is found to report late more than three times in a quarter will have to face serious consequences.

We are hopeful that all the employees will be punctual to work. We will need your cooperation to create a healthy and disciplined working environment at office.

Regards,

Henry Crimson

Manager

Zenith Technologies Ltd.

London

<https://www.yourhrworld.com/formats/email-format/office-timings-email-to-employees/>