

Internal Memo: Non-Compliance with Policy

To: All Staff

From: Human Resources Department

Date: June 25, 2024

Subject: Non-Compliance with Company Work-from-Home Policy

Background

It has come to our attention that certain teams and individuals have not been adhering strictly to the Company's Work-from-Home Policy, as outlined in the employee handbook. Regular attendance records indicate discrepancies between scheduled and actual remote working days.

Details of Non-Compliance

- Failure to notify supervisors of in-office attendance on unscheduled days.
- Improper logging of working hours while remote.
- Lack of prior approval for changes in remote work arrangements.

Required Actions

All employees are reminded to:

- Follow the established Work-from-Home Policy without exceptions.
- Immediately update attendance logs accurately.
- Seek supervisor approval prior to making any scheduling changes.

Continued non-compliance may result in disciplinary action, up to and including termination.

If you have any questions regarding the policy or need further clarification, please contact Human Resources.

Important Notes

- Internal memos document official communication within an organization.
- Always reference the relevant policy and specify the non-compliance issue.
- Include required actions for employees to rectify the issue.
- State potential consequences if non-compliance continues.
- Retain memos for future reference and compliance monitoring.