



[YOUR  
COMPANY NAME]

# BASIC

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## MEMORANDUM

### Memorandum

**To:** All Employees

**From:** [YOUR NAME]

**Date:** [Date]

**Subject:** Transition to New Time and Attendance Platform

Dear Team,

I hope this memorandum finds you in good health and high spirits. The purpose of this communication is to inform all employees about the upcoming implementation of a new policy regarding flexible work arrangements.

Over the past few months, we have conducted surveys and gathered feedback regarding the possibility of introducing flexible work arrangements. The aim is to create a more accommodating work environment that aligns with the evolving needs of our workforce.

The primary objective is to provide employees with increased flexibility in their work schedules, promoting better work-life balance and improving overall job satisfaction.

# Memorandum Wa Setswana

**Wenbin Ji**



## **Memorandum Wa Setswana:**

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