

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

Subject: Attendance Tracking Initiative

I hope this message finds you well. As part of our ongoing efforts to enhance efficiency and accountability within our team, we are implementing a new attendance tracking system that aims to streamline our processes and ensure accurate records.

Effective immediately, all employees are required to record their attendance using [specific attendance tracking method/tool]. This initiative is designed to maintain transparency and improve our overall performance metrics.

Please follow the guidelines below for the attendance tracking process:

1. Mark your attendance daily through [specific method, e.g., an app, spreadsheet, etc.].
2. Report any absences or late arrivals via [specific communication method].
3. Ensure all entries are made by [specific time] each day.

We appreciate your cooperation in this matter. If you have any questions or need assistance regarding the new attendance tracking system, please do not hesitate to reach out.

Thank you for your attention to this important initiative.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]