

# Memo Writing for Work

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To: All Employees

From: Tom Richardson, Head of Human Resources

Date: February 5, 2025

Subject: Introduction of Flexible Working Hours Policy

Dear Team,

As part of our ongoing commitment to creating a supportive and adaptable work environment, we are pleased to announce the introduction of a Flexible Working Hours policy, effective from April 1, 2025. This policy is designed to provide you with greater control over your work-life balance, while ensuring that our company's operational needs continue to be met.

## **Overview of Flexible Working Hours Policy:**

The new policy allows you to choose your starting and ending work hours within predefined limits. The core hours during which all employees must be present are from 10:00 AM to 3:00 PM. Outside of these core hours, you have the flexibility to start as early as 7:00 AM and finish as late as 7:00 PM, depending on your personal and team's needs.

## **Eligibility and Application Process:**

All full-time employees are eligible for this policy. To take advantage of flexible working hours, you must submit a request through our internal HR portal at least two weeks in advance. Each request will be reviewed by your department head to ensure that team coverage and productivity remain unaffected.

## **Benefits of Flexible Working Hours:**

- **Enhanced Work-Life Balance:** This flexibility allows you to manage personal obligations and work commitments more effectively.
- **Increased Productivity:** Employees often work more efficiently when they have control over their work schedules.
- **Employee Satisfaction:** Flexible working arrangements are linked to higher job satisfaction and reduced turnover.

## **Expectations and Responsibilities:**

While this policy offers flexibility, it also requires responsibility. You are expected to maintain regular communication with your team and manage your workload effectively to meet all job responsibilities. Supervisors will monitor the impact of flexible schedules to ensure that the policy benefits both individual employees and the organization as a whole.

## **Conclusion:**

We believe that this policy will not only enhance your job satisfaction but also contribute positively to the overall productivity of our team. We encourage you to take full advantage of this new flexibility and continue to deliver the high performance we know you are capable of.

Thank you for your dedication to our company. We look forward to seeing how this new policy enhances our work environment and supports your personal growth.

Please feel free to contact HR with any questions or to discuss your specific needs in relation to this policy.

Attachments: Flexible Working Hours Policy Document, Request Form Template.