

# Memo From HR to Staff

## Memo

To: All Staff

From: Sarah Johnson, HR Manager

Date: June 26, 2024

Subject: Upcoming Policy Changes and Reminders

Dear Staff,

I hope this memo finds you well. I would like to inform you about some important policy changes and reminders that will be effective from July 1, 2024:

- 1. Remote Work Policy Update:** Starting next month, our remote work policy will be updated to allow employees to work from home up to three days per week. Please review the updated policy document on the intranet for detailed guidelines and ensure your work arrangements comply with these changes.
- 2. Annual Performance Reviews:** The annual performance review process will commence on July 15, 2024. Managers will be scheduling one-on-one meetings with their team members to discuss performance, goals, and development plans. Please prepare by completing the self-assessment form available on the HR portal.
- 3. Health and Wellness Program:** We are excited to launch a new health and wellness program aimed at promoting a healthy work-life balance. The program will include weekly yoga sessions, nutritional workshops, and access to a mental health counselor. More information on how to participate will be shared soon.
- 4. Training and Development Opportunities:** There are several new training and development opportunities available, including leadership training, technical skill enhancement workshops, and professional certification courses. Please visit the

HR section of the intranet to explore these opportunities and register for courses that interest you.

Actions to be taken:

- **Review Remote Work Policy:** Check the updated remote work policy document and plan your work schedule accordingly.
- **Prepare for Performance Reviews:** Complete your self-assessment form and be ready for your review meeting.
- **Participate in Wellness Program:** Look out for announcements regarding the health and wellness program and participate in activities that interest you.
- **Register for Training:** Explore available training opportunities and register for courses that can help with your professional development.

Please let me know if you have any questions or require further assistance.

Thank you for your attention to these matters.

Best regards,

Sarah Johnson

HR Manager

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