**Subject:** Reminder: Importance of Timely Arrival at Office

Dear Team,

I hope this message finds you well.

This is a gentle reminder about the importance of adhering to our official office timings. We’ve noticed that some team members have been arriving later than the designated start time, which can affect overall productivity and team coordination.

As per company policy, the official working hours are from **[Start Time, e.g., 9:00 AM] to [End Time, e.g., 5:00 PM]**. We kindly request everyone to ensure punctual arrival moving forward, unless there is a valid reason communicated in advance to the supervisor.

Being on time reflects professionalism, respect for others’ time, and helps maintain a smooth workflow across departments.

We appreciate your attention to this matter and your continued dedication to our shared goals.

Thank you for your cooperation.

Warm regards,  
**[Your Name]**  
[Your Position]  
[Company Name]