

Circulars

Circulars

1. Different from letters , but for outside entity and lengthy whereas circulars are for internal organisation
2. It is short
3. It is crisp

FORMAT OF CIRCULAR

Circular No ; xxxxxxxx

Date : 12 Nov, 2001

Title (Max 2 or 3 words)

(Addressee) For all employees/ the staff/CA Foundation batch/the managers

(Body – can be in 2 or 3 paragraphs)

1st Para (It is for the announcement) This is to announce /announce/make you aware to all the employees that the company is organising.....(when).....

2nd Para (Details) Venue /Timing /Dress Code Etc

3rd Para (Any other announcement/ can use bullet points or table)

1. Everyone is expected to participate
2. Winners will be felicitated
3. Lots of gifts to be won
4. Or If rules /A penalty ofwill have to be paid if rules are not followed
5. The management will be looking forward for the participation of all
6. Expecting everyone on time, If not stringent action will be taken.

Name of the person

Post

Designation

Sample 1

Circular No. XX

17 December, 2018

Office working hours

For all employees

This is an official confirmation about the office timings that have to be followed strictly by all the employees. Being an outsourcing organization, we maintain a different pattern of work hours as compared to the normal. It is a sincere request to all employees to follow work timings as per the mentioned guidelines, catering to the US work time

- Working hour 6 pm to 2 am.
- Saturday and Sunday off.
- Meal break from 9:00 am to 9:30 am.

Defaulters will be punished and strict action will be taken against repeated defaulters. In case of emergency or any other exigency, kindly notify the respected Heads in advance.

Simran Thalreja

Manager

Sample 2

Circular No. XX

17 December, 2018

Change in dress code

For all employees

This is an official confirmation about the office dress code that has to be followed strictly by all the employees. It is often seen that a large number of employees of the department come dress casually for

the office which is unexpected . Therefore, It is a sincere request to all employees to follow dress code as per the mentioned guidelines.

- **Dress Code for Men**
Monday to Thursday (only formals are allowed)
- **Dress code for Women**
Monday to Thursday- Sarees, salwar kameez (with sleeves), formal western wear
(trousers and shirts)
- **Friday and Saturday (as per individual's choice)**

Any staff who does not meet the attire, will be subject to corrective actions and stringent actions may be undertaken.

Simran Thalreja

Manager

Sample 3

Draft a circular to warn the employees of Packing Department not to participate in strike.

(5 Marks)

CIRCULAR

No.: xxx/xxx/xxx

Date: xx-xx-xxxx

To: All Employees of Packing Department

It has been reported that a section of employees working in the Packing Department of the Company are proposing to go on strike on xx-xx-xxxx (date) to fulfil some unusual demands. It is hereby made known to all concerned employees that the proposed strike is illegal and unlawful and employees whosoever participate in such a strike shall be subjected to disciplinary action as per the company's service rules and other applicable laws.

Sd/-

XYZ

Manager, HR