

Inquiry About Remote Working Policies

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the remote working policies currently in place at [Company Name]. As I consider my options for future employment, understanding the organization's approach to remote work is important to me.

Specifically, I would appreciate any details regarding:

- The eligibility criteria for remote work
- Any existing policies or guidelines
- The extent of flexibility offered to employees

Thank you for your time and assistance. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]