

Notification of Transition to Virtual Work

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing effort to adapt to the changing work environment, we are pleased to announce the transition to a virtual work model for your position effective [Insert Start Date].

This decision is aimed at providing greater flexibility and ensuring the well-being of our employees while maintaining productivity. Please find below important details regarding this transition:

- **Work Hours:** [Insert Work Hours]
- **Communication Tools:** [Insert Communication Tools]
- **Expectations:** [Insert Expectations]

We believe that this new working arrangement will facilitate a more effective and conducive work environment. Should you have any questions or require assistance during this transition, please do not hesitate to reach out to your supervisor.

Thank you for your adaptability and commitment during this period of change.

Sincerely,

[Your Name]

[Your Position]

[Company Name]