

Distributed Workforce Policy Notification

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to adapt to the evolving work environment, we are implementing a Distributed Workforce Policy effective [Effective Date].

This policy aims to provide guidance on the expectations, responsibilities, and resources available to our workforce as we transition to a more flexible working model.

Key Highlights of the Policy:

- Work Hours: [Specify work hours]
- Communication: [Specify communication protocols]
- Performance Metrics: [Specify performance measures]
- Support Resources: [Outline available support]

For full details, please review the attached policy document and feel free to reach out to your manager or HR for clarification.

Thank you for your continued dedication and adaptability.

Best Regards,

[Your Name]

[Your Position]

[Company Name]