

Remote Work Guidelines

Dear Team,

As we continue to embrace remote work, it's essential that we remain aligned on our communication practices. Below are the guidelines we expect everyone to follow:

1. Communication Tools

Always use our designated tools for communication: Slack for instant messages, Zoom for video calls, and Email for formal correspondence.

2. Availability

Please ensure your availability aligns with your working hours. Update your status on Slack to reflect when you are online, in a meeting, or away.

3. Response Times

Aim to respond to messages within 24 hours during business days. For urgent matters, clearly indicate them in your message.

4. Scheduled Meetings

Plan meetings in advance and share agendas beforehand to ensure productive discussions. Respect everyone's time by starting and ending meetings promptly.

5. Team Collaboration

Collaborate openly. Share your updates, challenges, and successes regularly during team check-ins.

Thank you for your continuous cooperation and dedication to our remote work culture!

Best regards,
Your Manager