

Remote Work Policy Update

Date: [Insert Date]

Dear Team,

We would like to inform you about an important update to our Remote Work Policy. As part of our ongoing efforts to adapt to new working arrangements and improve our productivity, we have made several revisions. Please review the key changes outlined below:

Key Changes:

- Eligibility: Updated criteria for remote work eligibility.
- Work Hours: Revised expectations for core working hours.
- Communication: New guidelines for team communication and availability.
- Equipment: Regulations regarding the usage of company equipment at home.

These changes are effective starting [Insert Effective Date]. We encourage you to read the full Remote Work Policy Document attached to this email. If you have any questions or need clarification, please do not hesitate to reach out to your manager or HR.

Thank you for your attention to this matter and for your continued hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]