

Telecommuting Policy Overview

Date: [Insert Date]

To: All Employees

From: [Your Company's Name]

Dear Team,

As part of our commitment to providing a flexible work environment, we are pleased to introduce our Telecommuting Policy. This policy outlines the guidelines and expectations for employees who wish to work remotely.

Policy Overview

- **Eligibility:** All employees are eligible to apply for telecommuting based on their job functions and performance.
- **Work Schedule:** Employees must maintain regular working hours and be available for communication during those times.
- **Equipment:** Employees are responsible for ensuring they have the necessary equipment and internet connectivity to perform their duties effectively.
- **Performance Standards:** All employees are expected to meet the same performance standards as they would in the office.
- **Communication:** Regular check-ins and updates with managers are required to maintain productivity and accountability.

If you have any questions or would like to discuss this policy further, please feel free to reach out to your manager or the Human Resources department.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]