

# Work-from-Home Procedures

Date: [Insert Date]

To: [Employee Name]

Subject: Work-from-Home Procedures

Dear [Employee Name],

As part of our ongoing commitment to support flexible working arrangements, we would like to outline the procedures for working from home.

## 1. Eligibility

Employees must meet the following criteria to be eligible for work-from-home:

- Must have completed [Insert duration] of employment.
- Must have a satisfactory performance record.

## 2. Request Process

To request to work from home, please follow these steps:

1. Submit a written request to your manager at least [Insert notice period] in advance.
2. Include the reason for your request.
3. Await confirmation of your request.

## 3. Equipment and Tools

Employees are expected to use their own devices or company-approved equipment while working from home. Ensure that:

- Your internet connection is reliable.
- You have access to necessary software and tools.

## 4. Communication

Regular communication with your team is essential. Make sure to:

- Check in with your manager daily.
- Be available during core working hours.
- Utilize [Insert communication tools] for updates and meetings.

## **5. Performance Monitoring**

Your performance will be evaluated regularly, and it is expected to meet the same standards as if you were working in the office.

If you have any questions or require further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]