

Remote Work Transition Notification

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to formally notify you of your transition to remote work effective [Start Date]. This decision has been made to enhance our flexibility and adapt to the changing work environment.

As part of this transition, please take note of the following:

- Your standard working hours will remain the same: [Insert Hours].
- You will be required to check in with your supervisor at [Insert Frequency] via [Insert Communication Tool].
- All work-related materials will be provided digitally.

We believe that this transition will support your productivity and work-life balance. If you have any questions or need further assistance during this change, please feel free to reach out to [Supervisor's Name] at [Supervisor's Email].

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]
[Your Position]
[Company Name]