

Remote Work Policy During Office Closure

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Remote Work Policy During Office Closure

Dear Team,

In light of the recent decision to temporarily close our office due to [reason for closure], we are implementing a remote work policy effective immediately. Our priority is to ensure the safety and well-being of our employees while maintaining productivity.

Remote Work Guidelines:

- All employees are expected to work from home during the closure period.
- Maintain regular working hours from [start time] to [end time].
- All communications should be conducted via [communication tools].
- Daily check-ins will be held at [time] to discuss any challenges and progress.
- Please ensure that you have access to necessary resources and tools for remote work.

If you have any questions or require assistance during this transition, please do not hesitate to reach out to your manager or the HR department.

Thank you for your cooperation and understanding during this time.

Sincerely,

[Your Name]

[Your Position]