

Subject: Clarification on Remote Work vs. Office Work Policy

Dear [Employee Name],

I hope this message finds you well. I am writing to provide clarification regarding our policies on remote work versus office work, as discussed in recent meetings.

As you know, we value flexibility and understand the importance of balancing work and personal commitments. Here are the key points regarding our approach:

- **Remote Work:** Employees are allowed to work from home up to [X] days a week, provided they maintain communication and meet deadlines.
- **Office Work:** Employees are encouraged to come into the office at least [X] times per week for team collaboration and meetings.
- **Exceptions:** Special arrangements can be made for those with unique circumstances; please reach out directly if you have specific needs.

If you have any questions or require further clarification, please do not hesitate to ask. We appreciate your hard work and dedication.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]