

Letter of Clarification on Work-from-Home Policies

Dear [Employee's Name],

I hope this message finds you well. I am writing to clarify the work-from-home policies that have been implemented within our organization.

As per our recent discussions, I would like to highlight the following points:

- Eligibility: Employees must have completed their probation period to qualify.
- Work Hours: Standard work hours are maintained from [start time] to [end time].
- Communication: Regular check-ins with your supervisor are mandatory.
- Performance: KPIs will be monitored to ensure productivity remains high.

Please feel free to reach out to me if you have any further questions or require clarification regarding these policies.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]