

Subject: Updated Remote Work Procedures

Dear Team,

We hope this message finds you well. We want to inform you about some important changes to our remote work procedures that will take effect starting **[Effective Date]**.

Key Changes:

- **New Working Hours:** All employees are expected to maintain a schedule from **[Start Time]** to **[End Time]**.
- **Daily Check-ins:** Team leaders will conduct daily check-ins via **[Platform]** to ensure alignment and support.
- **Weekly Reports:** Employees are required to submit a brief weekly report summarizing their progress and blocking issues.

Support and Resources:

We understand that these changes may require adjustment. Please reach out to your manager for any support or resources you may need.

Thank you for your understanding and adaptability as we strive to improve our remote work experience.

Best regards,
[Your Name]
[Your Position]
[Company Name]