

New Remote Work Policy

Dear [Employee Name],

We are pleased to announce our new remote work policy which will take effect on [Start Date]. This policy reflects our commitment to flexibility and work-life balance.

Key Details of the Remote Work Policy:

- **Eligibility:** All employees are eligible to apply for remote work.
- **Work Hours:** Standard work hours remain from [Start Time] to [End Time], but arrangements can be made for flexibility.
- **Communication:** Regular check-ins will be scheduled via [Communication Tools].
- **Equipment:** Company equipment will be provided to facilitate remote work.
- **Performance Review:** Employee performance will be evaluated quarterly.

Please review the attached document for further details and do not hesitate to reach out to your manager if you have any questions.

Best Regards,

[Your Name]

[Your Position]

[Company Name]