

Subject: Revision of Remote Work Arrangements

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing efforts to assess and enhance our remote work policies, we would like to inform you of some revisions to your current remote work arrangements.

Effective [Insert Date], your remote work schedule will be adjusted as follows:

- Work Hours: [New Work Hours]
- Availability: [New Availability Guidelines]
- Meeting Participation: [New Meeting Participation Guidelines]

We believe these changes will improve communication and workflow within the team. If you have any questions or concerns regarding these revisions, please feel free to reach out to me directly.

Thank you for your continued hard work and flexibility during this period of adjustment.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]