

Remote Work Expectations Clarification

Dear [Employee's Name],

I hope this message finds you well. As we continue to embrace remote work, I wanted to take a moment to clarify our expectations regarding your role and responsibilities.

Working Hours

We expect you to be online and available during standard working hours, which are from [start time] to [end time].

Communication

Regular communication is vital. Please check in with your team via [communication tools, e.g., Slack, email] at least once daily and join our weekly team meetings.

Deliverables

Ensure that you meet all deadlines for your tasks. If you anticipate any challenges, please reach out in advance.

Performance Reviews

We will conduct regular performance reviews to assess both your contributions and any areas for improvement.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your hard work and commitment during these times.

Sincerely,

[Your Name]

[Your Position]

[Company Name]