

Remote Work Policy Adjustment

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Position]

Subject: Adjustment to Remote Work Policy

Dear [Employee Name],

We hope this message finds you well. As we continue to assess our remote work policies to better suit the evolving needs of our organization and our employees, we are implementing some adjustments that will take effect starting [Effective Date].

The key changes to the remote work policy include:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

Please take the time to read through the updated policy, which can be found in our employee handbook or [location where the policy can be accessed]. We encourage you to reach out if you have any questions or require further clarification regarding these changes.

Thank you for your understanding and continued dedication to your role while working remotely.

Sincerely,

[Your Name]

[Your Position]

[Company Name]