

Subject: Revisions to Remote Work Policy

Dear [Employee's Name],

We would like to inform you about some important revisions made to our remote work policy, effective [Effective Date]. The objective of these changes is to enhance productivity and ensure a smoother workflow while accommodating the needs of our employees.

Key Revisions:

- **Work Hours:** Employees are now required to adhere to a consistent schedule of [Specify Times].
- **Communication:** All team members must be available via [Specify Communication Tools] during work hours.
- **Performance Metrics:** New performance metrics will be implemented to evaluate productivity remotely.

We encourage you to review the updated policy attached to this email for more detailed information.

If you have any questions or would like to discuss these changes further, please do not hesitate to reach out.

Thank you for your continued dedication and flexibility.

Best Regards,
[Your Name]
[Your Job Title]
[Your Company]