

Flexible Work Arrangement Update

Date: [Insert Date]

Dear [Employee's Name],

We are writing to provide you with an update regarding our association's flexible work arrangement policy.

As you know, the landscape of work has evolved significantly, and we are committed to supporting our employees in achieving a balance between their professional responsibilities and personal needs. We are pleased to announce the following updates:

- Increased remote work options - Employees will have the opportunity to work remotely up to [X days] a week.
- Flexible hours - Employees can choose their start and end times while ensuring core hours are covered.
- Regular check-ins - Managers will conduct bi-weekly check-ins to support employees in their flexible arrangements.

We believe that these changes will enhance your working experience and increase overall productivity. For more detailed information, please refer to the updated policy document attached.

If you have any questions or need further clarification, do not hesitate to reach out to your supervisor or the HR department.

Thank you for your continuous commitment to our association.

Sincerely,

[Your Name]

[Your Position]

[Association Name]