

Telecommuting Policy Refresh

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Refresh of Telecommuting Policy

Dear Team,

As part of our ongoing commitment to provide a flexible working environment, we are excited to announce a refresh of our telecommuting policy. The updated policy aims to enhance productivity, balance work-life integration, and ensure clear communication across teams.

The key changes include:

- Eligibility criteria for telecommuting hours.
- Guidelines for communication and availability during remote work.
- Expectations for performance and productivity measurements.

We encourage you to review the updated policy document attached with this letter. Feedback will be welcomed during our upcoming team meetings.

Thank you for your continued dedication and commitment to our shared success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]