

# Subject: Enhanced Remote Work Policy

Dear Team,

We are excited to announce updates to our Remote Work Policy that aim to enhance flexibility and support for all employees. Effective [Start Date], the following changes will take effect:

- **Flexible Work Hours:** Employees may choose their work hours while ensuring collaboration during core hours from [XX:XX] to [XX:XX].
- **Home Office Stipend:** A stipend of \$[amount] will be provided to enhance your home office setup.
- **Regular Check-Ins:** Managers are encouraged to schedule bi-weekly check-ins to support team dynamics and individual needs.
- **Wellness Initiatives:** We will introduce virtual wellness programs to promote mental health and well-being.

Please feel free to reach out with any questions or concerns. We look forward to your feedback and believe these changes will foster a more productive and enjoyable work environment.

Best regards,

[Your Name]

[Your Position]

[Company Name]