

Subject: Adjustments to Work-from-Home Policies

Dear Team,

We hope this message finds you well. As we continue to navigate the evolving work environment, we would like to inform you about some adjustments to our work-from-home policies that will take effect starting [Effective Date].

Key Changes:

- **Flexible Work Hours:** Employees may adjust their work hours as needed to better balance personal commitments.
- **Home Office Stipend:** A stipend of [\$Amount] will be provided to support your home office setup.
- **Weekly Check-ins:** Team leaders will hold weekly check-ins to ensure everyone is supported.

Your health and well-being remain our top priority, and we believe these adjustments will create a more productive and supportive work environment.

Thank you for your hard work and commitment during these times. If you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]