

# Subject: Updates to Remote Work Guidelines

Dear Team,

We hope this message finds you well. As we continue to adapt to the evolving work landscape, we are implementing changes to our Remote Work Guidelines effective [insert date].

## Key Changes Include:

- Increased flexibility in work hours.
- Requirements for regular check-ins with your manager.
- Access to additional resources for remote working setup.
- Revised policy on remote work equipment reimbursement.

Please review the full Remote Work Guidelines document attached to this email for detailed information on the updates.

We appreciate your hard work and commitment during these times. If you have any questions or concerns regarding these changes, feel free to reach out to your manager or HR.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]