

Flexible Work Policy Overview

Date: [Insert Date]

To: All Employees

Dear Team,

We are pleased to announce our Flexible Work Policy, designed to provide you with greater flexibility in managing your work hours and location. This policy reflects our commitment to supporting work-life balance while maintaining productivity and collaboration.

Policy Highlights:

- **Flexible Hours:** Employees may adjust their start and end times within core business hours.
- **Remote Work:** Options available for employees to work from home or other locations.
- **Eligibility:** All full-time and part-time employees are eligible to apply for flexible work arrangements.
- **Request Process:** Submit a written request to your immediate supervisor for approval.

Responsibility:

It is essential that all employees meet their performance objectives and maintain communication with their teams while working under this policy.

Conclusion:

We believe this policy will foster a more productive and happier workplace. For further details or questions, please refer to the employee handbook or contact the HR department.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]