

Home Office Policy Clarification

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Clarification of Home Office Policy

Dear [Employee Name],

We hope this message finds you well. We are writing to provide clarification regarding our Home Office Policy that may have raised some questions.

[Insert detailed clarification about the policy, including any changes, expectations, and support offered to employees.]

If you have further questions or need additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Manager's Name]

[Company Name]

[Contact Information]