

Remote Work Arrangements Announcement

Dear Team,

We are excited to announce that, due to the continued success of our remote work policy and feedback from our employees, we will be expanding our remote work arrangements.

Effective [Start Date], employees will have the option to work remotely up to [Number of Days] per week. This decision aims to promote flexibility and work-life balance while ensuring that we maintain productivity and collaboration.

For those interested in taking advantage of this arrangement, please complete the attached form and submit it to your manager by [Submission Deadline]. We will review all requests and confirm arrangements by [Confirmation Date].

Should you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]