

# Remote Work Policy Update Notification

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of an important update to our Remote Work Policy, effective [Effective Date].

The key changes to the policy include:

- Updated eligibility criteria for remote work.
- New guidelines on work hours and availability.
- Changes in equipment and technology support.
- Revised communication expectations.

Please review the updated policy document attached to this email for detailed information. We encourage you to reach out to your manager or HR if you have any questions or concerns.

Thank you for your continued cooperation and commitment.

Best regards,

[Your Name]

[Your Position]

[Company Name]