

Remote Work Protocol Reminder

Dear [Employee's Name],

This is a friendly reminder of our remote work protocols to ensure we maintain productivity and collaboration while working from home.

- **Availability:** Please be available during your regular working hours via [communication tool].
- **Meetings:** Attend all scheduled meetings and use video when possible.
- **Updates:** Provide daily updates on your progress to your team.
- **Workspace:** Create a dedicated workspace that minimizes distractions.
- **Communication:** Keep in touch with your team and inform them of any challenges you encounter.

Thank you for your cooperation and commitment to our work. If you have any questions regarding these protocols, please do not hesitate to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]