

Virtual Work Policy Communication

Date: [Insert Date]

To: All Employees

Dear Team,

We are pleased to announce our new Virtual Work Policy, designed to enhance flexibility and maintain productivity in our ever-evolving work environment. This policy aims to provide clear guidelines for remote work and ensure that all team members have the necessary resources to succeed.

Key Highlights of the Policy:

- Eligibility: [Describe eligibility criteria for remote work]
- Work Hours: [Define expected work hours and flexibility]
- Communication: [Outline communication expectations during remote work]
- Performance Evaluation: [Detail how performance will be assessed]
- Resources: [Mention tools and resources available for remote work]

We believe this policy will empower our team, enhance work-life balance, and continue to drive our success together. Please take the time to review the attached full policy document, and do not hesitate to reach out with any questions or feedback.

Thank you for your continued commitment and adaptability.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]