

Telework Policy Adjustment Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Adjustment to Telework Policy

Dear [Employee's Name],

We appreciate your hard work and dedication during these challenging times. After careful consideration and in response to changing circumstances, we are making adjustments to our telework policy.

Effective [insert date], the following changes will take place:

- [Detail the specific adjustments to the telework policy, e.g., number of remote workdays allowed, communication expectations, etc.]
- [Additional change, if any]

Please review the attached updated telework policy document for more specifics. We believe these changes will help us maintain our productivity while also supporting your work-life balance.

If you have any questions or concerns regarding these adjustments, please don't hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]