

Announcement of Flexible Working Arrangements

Dear Team,

We are pleased to announce that we are implementing flexible working arrangements to better accommodate the diverse needs of our employees. Effective **[Effective Date]**, you will have the option to choose from the following flexible work schedules:

- Remote work options
- Flexible start and end times
- Compressed workweeks

We believe that these arrangements will enhance work-life balance and boost productivity. Please discuss your preferred options with your manager.

If you have any questions or require further information, do not hesitate to reach out to the HR department.

Thank you for your continued dedication and hard work.

Sincerely,

[Your Name]
[Your Position]
[Company Name]