

Date: [Insert Date]

[Employee Name]

[Employee Address]

Subject: Revision of Remote Work Policy

Dear [Employee Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our work environment and adapt to the evolving landscape of remote working, we are revising our Remote Work Policy. We believe these updates will help us improve productivity while ensuring clarity and consistency in our remote work arrangements.

Key revisions include:

- Eligibility criteria for remote work
- Communication expectations during work hours
- Equipment and technology provisions
- Performance evaluation metrics
- Returning to the office protocols

You can review the full revised policy document attached to this letter. We encourage you to familiarize yourself with these changes and reach out with any questions or concerns you may have.

Thank you for your continued dedication and adaptability. We look forward to supporting you in your remote work endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]