

Telecommuting Guidelines Update

Dear Team,

We hope this message finds you well. As we continue to navigate our telecommuting practices, we wanted to provide an update on the guidelines to ensure a smooth and productive remote work experience.

Updated Guidelines:

- **Work Hours:** Maintain regular working hours from 9 AM to 5 PM.
- **Communication:** Check in with your team daily via our messaging platform.
- **Meetings:** Attend scheduled virtual meetings and be present on video where possible.
- **Productivity:** Set daily goals and report on progress each week.
- **Support:** Reach out to your manager or HR for any assistance you may need.

These guidelines will help us maintain our collaborative spirit while working remotely. Thank you for your continued dedication and adaptability during this time.

Best regards,

[Your Name]

[Your Position]

[Company Name]