

# Dear Team,

We are excited to announce the implementation of our new telecommuting policy, effective [Start Date]. This policy aims to enhance work-life balance while maintaining productivity and collaboration.

## Key Points of the Telecommuting Policy:

- Eligibility Criteria: [Specify criteria for eligibility]
- Work Hours: [Define expected work hours while telecommuting]
- Communication: [Outline communication expectations]
- Performance Tracking: [Describe how performance will be monitored]
- Equipment and Support: [Detail support provided by the company]

Please review the attached document for more detailed information regarding the policy. If you have any questions or feedback, do not hesitate to reach out.

Thank you for your cooperation as we transition to this new way of working.

Best regards,

[Your Name]

[Your Position]

[Company Name]