

Remote Work Framework

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Remote Work Framework Implementation

Dear [Employee Name],

As we continue to adapt to the changing work environment, we are pleased to introduce the Remote Work Framework to support our staff in working effectively from home.

Remote Work Guidelines

- Working Hours: Output-based flexibility while ensuring availability during core hours.
- Communication: Regular check-ins via [tools, e.g., Zoom, Slack].
- Performance: Clear metrics to evaluate productivity and effectiveness.
- Equipment: Support for necessary hardware and software.

Response Required

Please review the attached document detailing the full framework and respond with your confirmation of participation by [insert date].

We appreciate your cooperation and commitment to maintaining productivity during these times.

Best regards,

[Manager Name]

[Manager Title]

[Company Name]