

Remote Working Policy Announcement

Dear Team,

We are excited to announce the implementation of our new Remote Working Policy, effective [Start Date]. This initiative aims to provide more flexibility and work-life balance for all employees.

Key Highlights of the Remote Working Policy:

- **Eligibility:** All full-time employees are eligible to participate in the remote working program.
- **Work Hours:** Employees are expected to maintain regular work hours between [Start Time] and [End Time].
- **Communication:** Regular check-ins with your manager are required to ensure project alignment.
- **Equipment:** Company-issued equipment will be provided to facilitate remote work.

We believe this policy will enhance productivity and job satisfaction. More details will be shared in the upcoming team meeting on [Date]. If you have any questions or concerns, please reach out to your manager.

Best regards,

[Your Name]

[Your Position]

[Company Name]