

Virtual Work Policy Rollout

Dear Team,

We are excited to announce the rollout of our new Virtual Work Policy, designed to enhance flexibility and productivity for all employees.

Effective [Start Date], the following guidelines will be implemented:

- Remote work will be permitted on [specify days or conditions].
- Employees must maintain regular communication with their teams through [specify tools].
- Performance evaluations will take place [specify frequency or format].

We believe this policy will support a healthy work-life balance while maintaining our commitment to excellence.

If you have any questions or feedback, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Position]