

Remote Work Expectations

Dear [Manager's Name],

As we continue to embrace remote work, I wanted to take a moment to outline some expectations for our team to ensure productivity and collaboration during this period.

Work Hours

All team members are expected to be available from [start time] to [end time] on [days of the week]. Please ensure that your calendar reflects your availability.

Communication

Regular check-ins will take place via [chosen communication tool, e.g., Zoom, Slack]. Please make it a priority to be responsive and available during these meetings.

Task Management

Employees should use [task management tool, e.g., Asana, Trello] to track progress on assignments and communicate any challenges they face.

Performance Feedback

We will conduct monthly performance reviews to provide feedback and discuss any concerns or successes. Please come prepared with updates on your work.

Thank you for your cooperation, and let's work together to ensure a seamless remote work experience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]