

Remote Work Policy

Dear [Employee Name],

As part of our commitment to providing a flexible work environment, we are pleased to outline the remote work policies that will help guide you in your role.

1. Eligibility

Remote work is available to employees who meet the following criteria:

- Completed 6 months of employment
- Consistent performance and productivity ratings

2. Work Hours

Employees are expected to maintain regular work hours from [start time] to [end time] while working remotely.

3. Communication

Regular check-ins via [chosen communication platform] are required to ensure collaboration and support.

4. Equipment and Security

Employees must ensure they have a reliable internet connection and access to necessary equipment. Adhere to our IT security policies while working remotely.

5. Performance Tracking

Performance will be monitored through regular outputs, deadlines, and feedback from team members.

If you have any questions or require further details about the remote work policies, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]