

Date: [Insert Date]

To: All Employees

From: [Your Name]

Title: [Your Title]

Subject: Clarification on New Workplace Policies

Dear Team,

I hope this message finds you well. I am writing to clarify the recent changes to our workplace policies that were communicated in the staff meeting on [Insert Date]. Several employees have reached out with questions regarding these changes, and I would like to provide further details to ensure everyone is on the same page.

1. **Flexible Work Hours**: Employees are now permitted to adjust their start and end times between [Insert Time] and [Insert Time]. Please coordinate with your supervisors to accommodate your preferred schedule.
2. **Remote Work Policy**: Employees can work remotely up to [Insert Number] days per week following approval from their supervisors. Ensure you complete the necessary documentation before working off-site.
3. **Dress Code**: The dress code has been updated to reflect a more casual environment. However, please maintain professionalism in your attire.

If you have any further questions or concerns regarding these new policies, do not hesitate to reach out to me directly or to your department head. We appreciate your cooperation and adaptability during this transition.

Thank you for your attention.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]