

Announcement: Workplace Policy Enhancements

Dear Team,

We are pleased to announce that we have made significant enhancements to our workplace policies to better support our employees and foster a productive working environment. These changes will take effect on [Effective Date].

What's New?

- **Flexible Work Hours:** Employees will now have the option to choose their working hours within a defined range.
- **Remote Work Policy:** Clear guidelines and eligibility criteria for working remotely have been established.
- **Expanded Leave Options:** Additional leave days will be available for mental health and personal wellness.

We believe these enhancements will contribute positively to our workplace culture and your overall job satisfaction. For more detailed information, please refer to the updated policy document attached to this announcement.

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

Thank you for your continued dedication and hard work.

Best regards,

[Your Name]

[Your Position]

[Company Name]