

Distance Work Policy Announcement

Dear Team,

We are excited to announce our new Distance Work Policy, effective [Start Date]. This policy aims to provide flexibility while ensuring productivity and maintaining our company's collaborative culture.

The key highlights of the Distance Work Policy include:

- Eligibility criteria for remote work.
- Required communication protocols.
- Performance expectations and metrics.
- Schedule and availability guidelines.

We believe this policy will enhance work-life balance and continue to foster a supportive environment. Detailed information can be found in the attached document.

If you have any questions or concerns, please do not hesitate to reach out to your team leader.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]