

Enhanced Telework Options

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to announce the introduction of enhanced telework options for our organization, effective [start date]. This initiative aims to provide greater flexibility and support in balancing work and personal commitments while maintaining our commitment to productivity and teamwork.

Under this new policy, employees will have the option to work remotely on [specific days/hours] or choose a hybrid model that includes both in-office and remote work. We believe this approach will help foster a more adaptive work environment.

If you are interested in participating in this enhanced telework program, please reach out to your supervisor by [response deadline] to discuss your preferred work arrangement.

Thank you for your dedication and collaboration as we navigate this new work landscape together. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]