

Telecommuting Policy Introduction

Dear Team Members,

We are excited to introduce our new Telecommuting Policy, designed to provide greater flexibility in our work arrangements while maintaining our commitment to productivity and collaboration.

This policy allows employees to work from home or other remote locations under certain guidelines. It aims to support work-life balance and enhance job satisfaction.

Please take the time to review the attached telecommuting policy document, which outlines eligibility, expectations, and best practices for remote work.

We encourage open communication and welcome any questions or feedback you may have regarding this new policy.

Thank you for your continued dedication and adaptability.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]