

Work From Home Policy Implementation

Dear Team,

We are pleased to announce the implementation of our new Work From Home (WFH) policy effective immediately. This decision is aimed at enhancing flexibility, productivity, and work-life balance for our employees.

Policy Details:

- The WFH option is available to all employees who have completed their probation period.
- Employees may work from home up to three days a week, subject to manager approval.
- Employees are expected to maintain regular communication and attend all required meetings online.
- All employees are responsible for ensuring their work environment is conducive to productivity.

Next Steps:

Please discuss your WFH schedule with your manager by **[insert date]** to make necessary arrangements.

If you have any questions or concerns regarding this policy, feel free to reach out to the HR department.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]