

Remote Work Policy Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Remote Work Policy Notification

Dear [Employee's Name],

We would like to inform you about the updated Remote Work Policy that will be effective starting [Insert Effective Date]. This policy is designed to enhance flexibility and productivity within our media team while ensuring accountability and performance standards.

Key Highlights of the Remote Work Policy:

- Eligibility criteria for remote work.
- Work hours and availability requirements.
- Performance tracking and communication expectations.
- Equipment and resource provisions.
- Data security and privacy guidelines.

Please review the attached detailed policy document for more information. If you have any questions or concerns, feel free to reach out to me directly.

Thank you for your attention and cooperation.

Sincerely,

[Manager's Name]

[Company Name]