

# Dear Team,

We want to inform you about some important updates regarding our workplace policies that will take effect starting next month.

## New Shift Policies

- **Flexible Hours:** Employees will have the option to choose their start and end times within a defined range.
- **Remote Work:** Staff may work from home two days a week, subject to manager approval.
- **Break Policy:** Extended lunch breaks will be provided on Fridays to promote well-being.

Please continue to check your inbox for more details and any training sessions that will be scheduled to familiarize everyone with these changes.

We appreciate your cooperation and understanding as we implement these updates to enhance our workplace environment.

Best regards,

[Your Name]

[Your Position]

[Company Name]