

Remote Work Policy Announcement

Dear Team,

We are excited to announce the implementation of our new Remote Work Policy, effective [Start Date]. This policy aims to enhance flexibility and work-life balance for our employees.

Key highlights of the Remote Work Policy include:

- Eligibility criteria for remote work
- Guidelines on communication and availability
- Expected work hours and accountability
- Equipment and support available for remote workers

Please review the full policy attached to this announcement. We encourage you to reach out with any questions or concerns.

Thank you for your continued dedication and hard work.

Sincerely,
[Your Name]
[Your Position]