

# Telecommuting Policy Update

Dear Team,

We are writing to inform you of some important changes to our telecommuting policy that will take effect starting **[Effective Date]**.

## Policy Changes Overview

- **Remote Work Frequency:** Employees are now allowed to telecommute up to **[Number]** days per week.
- **Approval Process:** All telecommuting requests must be approved by your direct supervisor at least **[Number]** days in advance.
- **Communication Expectations:** Employees are expected to maintain regular communication with their teams during remote work hours.

We believe these changes will enhance our flexibility while maintaining productivity. If you have any questions or concerns regarding the new policy, please reach out to **[Contact Person]**.

Thank you for your continued hard work and dedication.

Sincerely,

**[Your Name]**  
**[Your Job Title]**  
**[Company Name]**