

Telework Policy Revision Notification

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you about the recent revisions to our telework policy, effective [Insert Effective Date]. These changes reflect our ongoing commitment to support flexible working arrangements while ensuring productivity and collaboration within our teams.

The key revisions include:

- Updated eligibility requirements for telework participation.
- Revised guidelines for work hours and availability.
- Enhanced communication protocols for remote work.
- Clear expectations regarding performance and productivity metrics.

We encourage you to review the updated policy document attached to this letter and reach out to your manager or HR representative with any questions or concerns.

Thank you for your attention to these important updates and for your continued commitment to our team's success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]