

Updated Remote Work Procedures

Dear Team,

We hope this message finds you well. In light of recent developments and feedback from our employees, we have updated our remote work procedures to enhance productivity and communication.

New Guidelines

- **Work Hours:** Employees are expected to maintain regular working hours from 9 AM to 5 PM.
- **Communication:** Regular check-ins will be conducted every Monday at 10 AM via Zoom.
- **Task Management:** All team members must update their task statuses in our project management tool by end of day Friday.
- **Virtual Collaboration:** Schedule at least two team meetings per week to foster collaboration.

Should you have any questions or need further clarification regarding these updates, please do not hesitate to reach out.

Thank you for your continued commitment and hard work.

Sincerely,
Your Management Team