

Virtual Work Policy Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Clarification of Virtual Work Policy

Dear [Employee's Name],

I hope this message finds you well. I am writing to provide clarification regarding our virtual work policy as it pertains to your current situation.

As outlined in our employee handbook, employees are permitted to work remotely under the following conditions:

- Employees must be available during core working hours from [Insert Hours].
- All virtual meetings should be conducted via [Insert Platform] unless otherwise specified.
- Regular check-ins with your team leader are required at [Insert Frequency].

If you have any questions or need further clarification, please do not hesitate to reach out. We appreciate your flexibility and commitment during this time.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]