

Work-from-Home Guidelines

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Work-from-Home Guidelines

Dear Team,

As we continue to adapt to the evolving work environment, please find below the guidelines for working from home:

1. Work Hours

Employees are expected to maintain regular work hours from [Start Time] to [End Time].

2. Communication

All team members must be reachable through [Communication Tool] during work hours.

3. Meetings

Virtual meetings will be held via [Meeting Platform] on [Day/Time] each week. Ensure you are prepared and on time.

4. Availability

Please ensure your calendar is updated and reflects your availability at all times.

5. Productivity

Employees should strive to maintain productivity similar to that of in-office work. Daily check-ins are encouraged.

If you have any questions or concerns regarding these guidelines, please feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]