

Letter of Recruitment Policy Adjustments

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to adapt to the evolving work environment, we are implementing adjustments to our recruitment policies to better accommodate remote work considerations.

Effective [Insert Effective Date], the following adjustments will be made:

- Remote work opportunities will be expanded across various positions.
- Flexibility in work hours will be prioritized to support work-life balance.
- Virtual onboarding processes will be enhanced to ensure a smooth transition for new hires.
- Regular check-ins and support for remote employees will be institutionalized.

We believe these changes will enhance our recruitment strategy and attract top talent who thrive in remote working environments. We appreciate your understanding and support as we navigate these adjustments.

Thank you for your commitment to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]