

# Telecommuting Policy Announcement

Date: [Insert Date]

To: All Employees

From: [Your Name/Title]

Subject: New Telecommuting Policy

Dear Team,

We are excited to announce the implementation of a new telecommuting policy aimed at enhancing work-life balance and maintaining productivity within our team. Effective [Insert Start Date], eligible employees will have the opportunity to work from home up to [Insert Number] days per week.

## Key Details of the Telecommuting Policy:

- **Eligibility:** Employees who have been with the company for [Insert Duration] may apply.
- **Application Process:** Interested employees must submit a telecommuting request form to their supervisor.
- **Work hours:** Employees must maintain their regular work hours while telecommuting.
- **Communication:** Regular check-ins with your supervisor are required.

We believe that this policy will empower our employees to achieve greater flexibility while continuing to provide excellent service. We encourage you to review the complete telecommuting policy attached to this email and reach out to your manager with any questions.

Thank you for your commitment and hard work.

Sincerely,

[Your Name]

[Your Title]