

Invitation to Telecommuting Policy Training

Dear [Employee Name],

We are pleased to invite you to our upcoming training session on the Telecommuting Policy.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location/Virtual Link]

This session is designed to help you understand our telecommuting policy, guidelines, and best practices to ensure effective remote work.

Please RSVP by [Insert RSVP Date] to confirm your attendance.

Best regards,

[Your Name]

[Your Position]

[Your Company]