

Telecommuting Policy Update

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. We are writing to inform you of updates to our telecommuting policy that are effective as of [Effective Date]. These changes have been made to improve remote work efficiency and maintain a positive work environment for all employees.

Key Updates Include:

- Flexible Work Hours: Employees may now adjust their schedules to start between [Start Time] and [End Time].
- Increased Remote Work Days: Eligible employees can work remotely up to [Number] days per week.
- Communication Expectations: Team members are required to attend daily stand-ups via [Platform] and respond to emails within [Response Time] during work hours.

Please review the full telecommuting policy attached to this email for detailed information regarding the changes.

If you have any questions or need clarification on any points, feel free to reach out to [HR Contact] at [HR Email Address].

Thank you for your continued dedication to our team.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]