

Remote Work Housing Policy Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Clarification on Remote Work Housing Policy

Dear [Employee's Name],

I hope this message finds you well. I am writing to provide clarification regarding our company's remote work housing policy as it pertains to your current living situation.

As you know, the remote work policy allows employees to work from a location of their choice. However, there are specific guidelines regarding housing expenses and requirements for remote workers. Please find below the key points:

- Eligible housing expenses will only be covered if you are residing in an approved region.
- All employees must submit documentation of their housing arrangement to be considered for reimbursement.
- It is essential to ensure that your remote location supports efficient work operations and communication.

If you have any further questions or require additional details regarding these policies, please feel free to reach out. It is vital that we ensure clarity for all employees regarding their housing circumstances while working remotely.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]