

Subject: Amendments to Remote Work Policies

Dear [Employee's Name],

We hope this message finds you well. In response to the evolving needs of our organization and our commitment to enhancing work-life balance, we are making amendments to our remote work policies.

Effective [Effective Date], the following changes will be implemented:

- **Flexible Work Hours:** Employees will have the option to adjust their work hours within a [specific time frame] to better suit their personal needs.
- **Remote Work Eligibility:** All employees meeting performance criteria will be eligible for remote work, pending manager approval.
- **Communication Standards:** Employees are expected to maintain prompt communication during work hours through [specific communication tools].
- **Performance Review:** Regular check-ins will be scheduled to ensure productivity and address any challenges faced while working remotely.

We believe these amendments will promote a healthier work environment while ensuring continued productivity. If you have any questions or concerns, please feel free to reach out.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]