

Work from Home Policy Adherence

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Work from Home Policy Adherence

Dear [Employee Name],

As we continue to implement our work from home policy, we would like to remind you of the importance of adhering to the established guidelines. This policy was created to ensure productivity and maintain communication while working remotely.

Please take note of the following key points:

- Maintain regular working hours as outlined in your contract.
- Be available via email and instant messaging during work hours.
- Participate in scheduled virtual meetings promptly.
- Ensure a suitable work environment that minimizes distractions.
- Submit weekly reports on your progress and accomplishments.

Your compliance is greatly appreciated, and it contributes to the overall success of our team. If you have any questions or need further clarification regarding the policy, please do not hesitate to reach out.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]