

Supplier Distance Work Protocol

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company's Name]

Subject: Distance Work Protocol Guidelines

Dear [Supplier's Name],

In light of the current circumstances and to ensure the health and safety of our workforce, we are implementing a Distance Work Protocol that all suppliers are required to follow. Please adhere to the following guidelines:

1. All communication between our teams should be conducted via virtual meetings or emails.
2. Ensure all documents are shared electronically through secure channels.
3. Regular updates on project statuses should be provided weekly.
4. If any in-person meeting is necessary, it must be approved in advance and adhere to safety guidelines.

We appreciate your cooperation in helping us maintain a safe working environment. Please acknowledge receipt of this message and confirm your compliance with the outlined protocols by [Insert Deadline].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]