

Supplier Telework Implementation Plan

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to enhance operational efficiency and adapt to changing work environments, we are implementing a telework program for our suppliers.

The purpose of this letter is to outline the key aspects of the telework implementation plan that will affect our partnership, ensuring a smooth transition and continued collaboration.

Implementation Guidelines:

- **Eligibility:** [Criteria for eligibility to telework]
- **Telework Schedule:** [Outline of expected working hours]
- **Communication Protocols:** [Details on preferred communication channels]
- **Performance Metrics:** [Overview of how performance will be measured]
- **Support Resources:** [Information about available tools and support]

We believe that this initiative will not only support current health guidelines but also contribute to a more flexible and productive work environment.

Please confirm your acceptance of the telework implementation plan by [Insert Deadline Date]. Should you have any questions or require further clarification, do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]