Supplier Virtual Work Setup

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Contact Name],

We hope this message finds you well. In response to the evolving needs of our business and to support our collaborative efforts, we are implementing a virtual work setup for our suppliers.

This setup will allow us to continue our partnership efficiently while ensuring the safety and health of all parties involved. Here are the key details:

- **Work Hours:** [Insert Work Hours]
- **Communication Tools:** [Insert Tools, e.g., Zoom, Slack]
- **Project Management:** [Insert Tools, e.g., Trello, Asana]
- **Monthly Check-ins:** [Insert Schedule]

We believe this new virtual environment will enhance our collaboration and maintain project momentum. Please confirm your acceptance of this setup by [Insert Confirmation Date].

Thank you for your understanding and cooperation. We look forward to working together closely in this new format.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]