

# Supplier Work-from-Home Policy

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Work-from-Home Policy Implementation

Dear [Supplier Name],

We are pleased to inform you about our new Work-from-Home Policy aimed at enhancing productivity while ensuring the well-being of all employees involved in our collaborative projects.

## Policy Overview

This policy allows eligible supplier team members to work from home, with the following key points:

- Eligibility criteria include [insert criteria].
- Work hours remain consistent with regular business hours: [insert hours].
- All communication must be handled via [insert communication tools].
- Regular check-ins with project managers are mandatory.

## Data Security

To protect sensitive information, all employees must adhere to our data security protocols, including:

- Using VPN when accessing company networks.
- Ensuring that private workspaces are free of unauthorized personnel.

## Implementation

We encourage you to review this policy with your team. For any questions, please contact [Contact Person Name] at [Contact Email].

Thank you for your cooperation in implementing this policy to enhance our efficiency and maintain a healthy work-life balance.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]