

Subject: Adjustments to Remote Working Procedures

Dear Team,

As we continue to adapt to the evolving work environment, we would like to inform you of some adjustments to our remote working procedures that will take effect starting [Insert Date].

Key Adjustments

- **Work Hours:** Employees are required to maintain a consistent schedule of [Insert Hours].
- **Communication:** Teams must utilize [Insert Tools] for daily check-ins and project updates.
- **Performance Metrics:** New performance metrics will be introduced to measure productivity and collaboration.

Please familiarize yourself with these changes and feel free to reach out if you have any questions or concerns. Your adaptability and commitment are greatly appreciated.

Best Regards,

[Your Name]

[Your Position]

[Company Name]