

Adjustment to Work-from-Home Policy

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. As we continue to adapt to the changing circumstances, we are making some adjustments to our current work-from-home policy to better support our employees and improve productivity.

Effective [Insert Effective Date], the following changes will be implemented:

- Employees are allowed to work remotely up to [x] days per week.
- Core hours of availability are now set from [Insert Time] to [Insert Time].
- All team meetings will be held virtually through [Insert Platform] unless otherwise specified.
- Expectations for communication and reporting are to be clarified further in subsequent meetings.

We believe that these adjustments will facilitate a better work-life balance while maintaining our standards of excellence. Should you have any questions or concerns regarding these changes, please feel free to reach out to your supervisor or HR.

Thank you for your understanding and continued dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]