

Changes to Telecommuting Guidelines

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Update on Telecommuting Guidelines

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you about important changes to our telecommuting guidelines that will take effect on [Effective Date].

Key Changes:

- Increased flexibility in work hours - employees may now choose their start and end times within [Specify Time Frame].
- Mandatory check-ins will now occur bi-weekly instead of weekly.
- All telecommuting employees must submit a weekly summary of their tasks and accomplishments.

These changes aim to enhance productivity and ensure better communication throughout our remote workforce. Please take the time to review the updated guidelines in detail in the employee handbook.

If you have any questions regarding these changes, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]