

# Company-Wide Announcement: Remote Work Policy

Date: [Insert Date]

Dear Team,

We are excited to announce our new Remote Work Policy, effective [Insert Start Date]. This policy aims to provide flexibility while maintaining productivity and collaboration within our teams.

## Key Highlights of the Remote Work Policy:

- All employees are eligible to work remotely at least [Insert Frequency, e.g., "2 days a week"].
- Remote work requests must be submitted to your manager at least [Insert Notice Period, e.g., "one week in advance"].
- Regular check-ins and team meetings will be held via [Insert Communication Tool, e.g., "Zoom or Microsoft Teams"].
- Employees are expected to maintain productivity and meet their goals while working remotely.

We believe this new policy will foster a better work-life balance and contribute to a positive work environment. Please feel free to reach out to your manager or HR with any questions or concerns.

Thank you for your continued dedication to our company.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]