

Home Office Policy Enhancement

Date: [Insert Date]

To: All Employees

Dear Team,

We are pleased to announce enhancements to our home office policy aimed at supporting your work-life balance and increasing productivity. The following changes will take effect on [Insert Effective Date]:

- **Flexible Work Hours:** Employees will have the option to adjust their work hours within core business times.
- **Monthly Stipend:** A monthly stipend will be provided to help cover home office expenses.
- **Regular Check-ins:** Managers will hold bi-weekly check-ins to ensure team members feel supported and connected.

We believe these enhancements will foster a positive work environment and enable you to perform at your best while working from home. For any questions, please reach out to your HR representative.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]