

# Remote Employment Policy Revision

Dear [Employee's Name],

We hope this message finds you well. As part of our commitment to maintaining a productive and supportive remote work environment, we have conducted a review of our current remote employment policies. Based on feedback and evolving best practices, we are pleased to inform you of some important revisions.

## Revised Policies

- **Work Hours:** Employees are expected to maintain regular working hours from [Start Time] to [End Time].
- **Communication:** All team members should remain accessible via [Communication Tool] during work hours.
- **Performance Reviews:** Remote employees will receive quarterly performance check-ins.

Please review the attached document for the full updated policy. We encourage you to provide any feedback or questions you may have by [Feedback Deadline].

Thank you for your continued dedication and adaptability as we navigate these changes together.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]